



GREAT Theatre Job Description

Position Title: Education Director

Status: exempt / salaried / full-time

Reports to: Executive Director

Supervises: Camp Director, Instructors & Volunteer Coordinator

Position Summary

The Director of Education directs the development and delivery of programs that provide a broad range of educational and community programs ensuring accessibility and inclusion for all to experience the transformative power of live theatre. A key part of this role is to support the strategic goal of the organization, telling the stories of our community, by designing and implementing education programming that advances equity, diversity, and inclusion building life skills through stage skills.

Job Functions

Education Programming & Outreach – 100%

- Create and manage the delivery of quality programs in theatre education that promote diversity, individual creativity, and community outreach.
- Curate, manage, and execute the programming vision of the new Helgeson Learning Lab Theatre.
- Maintain, expand and improve the GREAT Summer Theatre camp programming that serves over 2,000 students annually at thirteen central Minnesota locations.
- Build mutually beneficial relationships and partnerships with a wide range of community organizations including schools, non-profits, foundations, donors, and throughout the GREAT Theatre organization.
- Strategize education goals in relationship to the community GREAT serves, curriculum and study guide development, as well as assessment and data reporting.
- Manage the Volunteer Coordinator position as they work to create social connections and civic engagement through volunteerism.
- Supervise day-to-day education activities, ensure programming is working effectively, ensure staff development that will constantly improve the quality of programs including appreciation and recognition for staff.
- Partner with Communications and Fund Development staff to design and measure marketing efforts that will increase attendance for programs and performances.

- Advocate within the organization for the education goals as they pertain to the mission and goals of the theatre.
- Develop and manage department budgets ensuring income and expense goals are reached and collaborate with Fund Development staff to target and secure new sources of funding for programs or sales of programs.
- Develop procedures and policies for safe and effective operation of the overall program.
- Publicly represent and promote the theater to community members, donors, parents, staff and teachers.
- Attend performances, weekly staff meetings, board meetings and community events as needed.
- This job description is not meant to be all-inclusive. Employees may be asked to perform other related duties in order to meet the ongoing needs of GREAT.

Skills/Abilities

This position is a unique combination of artist and arts administrator, and offers the opportunity to work in a broad range of diverse and inclusive educational settings.

A person in this position should possess the following:

- Outstanding leadership, organizational, problem-solving, and communication skills.
- Experience designing educational programming, pricing and measuring impact.
- Proven ability to manage budgets and increase revenues through earned and contributed income
- Theater and/or arts experience preferred.
- Ability to set a tone for collaboration, respect, and professionalism throughout the organization, and ensure that the artistic mission remains paramount in GREAT's activities and decision-making
- Must possess ability to motivate and lead diverse groups of people
- Excellent written and verbal communication skills
- Ability to work with volunteers and community members who have diverse backgrounds and skill sets
- Proficient in the Microsoft Office suite of software programs and new media/technologies
- Ability to support GREAT's values, operating procedures and code of conduct.
- Ability to work both independently and as a contributing member of a team

Education and/or Experience

Position requires a minimum of a bachelor's degree in the fields of theatre, education, community organizing, and/or 5+ years of experience in a similar position. This position requires work on nights and weekends, as deemed necessary. The position requires minimal travel (mostly within 60 miles of Waite Park) and some lifting (up to 50 pounds).