

EDUCATION DIRECTOR

JOB DESCRIPTION

This position is a full time, salaried position. The Education Director serves the mission of Asheville Community Theatre – *to provide entertainment, enrichment, and education through the practices and celebration of the theatre arts* – as a collaborative partner with the organization’s staff. In particular, the Education Director maintains a year-round exceptional education and young people’s performance program that is accessible and open to all. This position recruits and manages talented teachers and artists who align with ACT’s core values to provide instruction and production leadership and support.

Education and/or Experience: The successful candidate must possess a bachelor’s degree. Extensive teaching experience related to theatre is preferred. Experience with Microsoft Office is required.

ACT values and welcomes diversity in its workforce, and is committed to providing equal employment opportunities for all individuals based on job-related qualifications and the ability to perform a job. ACT does not discriminate on the basis of sex, gender, religion, race, skin color, age or disability in any of its activities or operations.

Areas of responsibility and duties:

- Organize and manage Youth Production Classes, The Tanglewood Summer Camp, semester classes and student matinee seasons
- Plan and manage educational programming calendar
- Coordinate program communications with stakeholders
- Coordinate marketing appropriate education activities with the Marketing Department
- Recommend personnel for hiring by ACT (ex. directors, choreographers, music directors, stage managers and others as needed)
- Coordinate student class registrations
- Supervise all teaching artists
- Contact and coordinate schools for student matinee performances
- Serve as Summer Camp Director
- Work with the Finance Office to manage program financials (i.e., budgets, contracts, check reimbursements and timesheets)
- Develop and manage internship program
- Manage scholarship program
- Other duties as assigned by the Artistic Director

Compensation/Benefits:

- This position is salaried between \$38,000 - \$42,000
- Benefits include health insurance, retirement matching program and paid vacation, holidays and sick time.

To apply:

Please send a resume and cover letter to Artistic Director Robert Arleigh White at robertarleigh@ashevilletheatre.org.