

**Actors Theatre of Louisville
EDUCATION ASSOCIATE
Posted August, 2017**

Position: Education Associate
Reports To: Education Director
Department: Education
FLSA: Exempt

About Actors Theatre of Louisville:

Actors Theatre of Louisville, the Tony-Award winning State Theatre of Kentucky, seeks qualified and passionate applicants for the position of Education Associate.

Under the leadership of Artistic Director, Les Waters and Managing Director, Kevin E. Moore, Actors Theatre serves to unlock human potential, build community and enrich quality of life by engaging people in theatre that reflects the wonder and complexity of our time.

Actors Theatre presents almost 350 performances annually across three theatres and delivers a broad range of programming impacting local and national audiences with a particular focus on new play development influencing the field of American theatre. Programs include classical repertory and contemporary work through the Brown-Forman Series, holiday favorites cherished as annual traditions, the Humana Festival of New American Plays influencing the canon of American theatre, an Education program where students see and make plays, and a theatre training program for 40+, the Professional Training Company.

Actors Theatre seeks to create brave space where it is safe to be who you are and diverse identities, ideas, cultures and opinions are cultivated because we believe the diversity of our community is a defining strength. We are committed to diversity in all areas of our work, including the plays we produce, casting, marketing and community engagement efforts, education programs, recruitment of staff and volunteers, and the composition of the Board of Directors. People of color and members of underrepresented communities are invited and encouraged to apply.

Summary of Position:

The Education Associate plays a key role in helping Actors Theatre provide outstanding artistic and learning experiences to young people, as well as fostering a productive work environment fueled by fun, hospitality, creativity and learning. Additionally, the candidate should have experience working with young people, especially teens, and be passionate about furthering Actors Theatre's education goals and programs.

The Essential Functions include, but are not limited to, the following:

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- Coordinate all volunteer opportunities for staff, guest artists and apprentices to engage with the Education Department including but not limited to: training volunteers for New Voices script reading and reporting, recruiting volunteers for New Voices share days, and organizing volunteers for post-show talkbacks, panel, and job shadows.
- Manage educational behind-the-scenes tours and job shadows.
- Serve as the literary manager for the New Voices Young Playwrights Contest. This includes overseeing the call for entries campaign, maintaining the New Voices Contest database, training readers, spearheading the formation of the selection committee, and coordinating publication of the New Voices Anthology.
- Assist student matinee greeting process as needed.
- Manage the Teen Night program and the Teen Council. This includes coordinating pre show check-in for Teens, organizing volunteers, monitoring and/or facilitating the post show talkback and attending occasional weekend commitments.
- Attend a performance of all productions that are part of the Student Matinee Series and the Humana Festival College Days.
- Support education apprentice recruitment and provide mentorship to apprentices.
- Attend interdepartmental meetings with marketing, artistic, development and other departments regularly.
- Collaborate with other departments on projects including Student Matinees, College Days, grant proposals, marketing materials, the New Voices Festival and others as needed.
- Gathers, records and reports on program evaluation and assessment.
- Creates content of video guides and coordinates filming with media technologist.
- Research and create content for play guides as assigned.
- Document classroom and community workshops and residencies.
- Assist in the development, implementation, and administration of new programming.
- Develop and implement curriculum for workshops as assigned.
- Represents Actors Education at community events as assigned.
- Teaching and classroom facilitation as assigned.
- Other administrative duties as assigned.

Knowledge, Skills and Abilities:

- Knowledge of computers and applications, such as Word, Excel, Outlook, etc.

- Skill in working with young people, especially teens, and be passionate about furthering Actors Theatre's education goals and programs.
- Excellent verbal communication, interpersonal and relationship-building skills to effectively work with a variety of people and personalities.
- Excellent customer service skills.
- Exceptional organization skills with strong attention to detail.
- Ability to work with women and underrepresented minority students through teaching, mentoring or administration.
- Ability to work collaboratively across departments.
- Ability to work individually and on a team.
- Ability to take initiative and ownership of projects and work with minimal direction and supervision.
- Ability to work on variety of projects simultaneously.
- Ability to lead multiple long and short term projects simultaneously, meeting all related deadlines.
- Ability to communicate clearly in writing.
- Ability to work successfully under pressure.

Minimum Qualifications:

- Bachelor's Degree.
- Two (2 +) years additional experience in education, administration, or theatre.
- Successfully pass a background screening.
- Computer and internet literacy.
- A genuine interest in and knowledge of the Theatre with a commitment to the organization's Equity, Diversity and Inclusion work.

Preferred Qualifications:

- Theatre background and teaching experience preferred.

Compensation:

Compensation will be competitive with similar positions throughout the Louisville Metro region. The range of benefits includes medical and dental insurance, long-term and short-term disability insurance, paid time off and, a 403(b) retirement plan. Relocation expenses are not included.



Les Waters, Artistic Director
Kevin E. Moore, Managing Director

To Apply:

Applicants interested in applying for this position must email cover letter, resume and three (3) professional references by September 4, 2017, to:

Jane B. Jones, Education Director
jjones@actorstheatre.org

cc: Marie Tull, Human Resources Manager
mtull@actorstheatre.org

No phone calls please.

Actors Theatre is an Equal Opportunity Employer. All qualified candidates will receive consideration for employment without regard to race, class, religion, country of origin, political belief, (dis)ability, age, gender identity, sexual orientation, protected veteran status, or any factor protected by law. Members of underrepresented groups are encouraged to apply.