THEATRE EDUCATION DIRECTOR
(Non-exempt, $45,760-$50,000 annual salary)

ARTS & LEARNING CONSERVATORY VISION
The best and brightest always have choices in the Performing Arts Industry. We exist to make high quality arts, equitable and accessible to all children, regardless of socioeconomic status.

The Arts & Learning Conservatory is a highly awarded, leading after-school arts provider in Orange County. Our high-quality arts programs are made accessible to all children regardless of income or background as our goal is to set students up for success in life artistically, academically, and socially. Founded in 2004, the Arts & Learning Conservatory (ALC) reaches nearly 1,500 children annually across numerous campuses throughout Southern California.

We want you to view your time with the Arts & Learning Conservatory as an investment in your future that includes growth along the way. The longer you stay with Arts & Learning Conservatory the wider the breath of opportunities and experiences you will gain and the greater impact you will make on the lives of our youth. We know that our overall success is a combined effort. So if you are looking for an opportunity to express and explore your passion as an accounting and operations professional, in a supportive and inspiring atmosphere, read on!

ARTS & LEARNING CONSERVATORY CULTURE
Students confidently explore the arts within a family-feel environment. We purposefully make each program meaningful, challenging, and impactful.

JOB DESCRIPTION
The Theatre Education Director is a full-time (40 hours per week), non-profit management position that reports directly to the CEO. The Theatre Education Director is responsible for overseeing both education outreach and production aspects of the Conservatory’s Theatre Department. A highly visible managerial role, the Theatre Education Director will manage a theatre department assistant and all theatre instructors for our in-school programs and conservatory classes. This role is responsible for the planning and execution of our mainstage productions, summer camps, class offerings throughout the school year while cultivating and maintaining solid working relationships with various schools and community partners.

REQUIRED KNOWLEDGE & SKILLS
The ideal candidate possesses the administrative skills to manage complex projects and a deep commitment to theatre, education, and ALC’s mission of making the arts accessible and equitable to youth throughout Orange County.

- Solution-oriented facilitator who thrives in a fast-paced creative environment
- A team player who is reliable, self-starter who embraces collaboration while holding themselves accountable
- Ability to take full ownership of deliverables and stay organized while managing multiple projects at varying stages of development
- Possesses top-notch time management, organizational, interpersonal, and communication skills (written and verbal)
- Able to prioritize and manage multiple ongoing projects that require planning/goal-mapping, consistent follow-up, critical thinking, attention to detail, and transparent communication

EDUCATION & DESIRED QUALIFICATIONS
- Bachelor’s Degree in Education, Theatre Arts, Arts Management, or a related field
- 3+ years of previous experience in a non-profit arts organization management role and/or 3+ years of proven successful project management experience
- Strong familiarity with the non-profit arts organization business model
- Proficiency in Google Workspace and Microsoft Office Suite
- Theatre teaching experience is a plus

ESSENTIAL DUTIES AND RESPONSIBILITIES
- Oversee ALC’s educational offerings (curriculum and logistics for in-school theatre programs, conservatory classes, summer camps) and mainstage productions
- Hire, train, and supervise Education Department Personnel, including part-time teaching artists, program assistants, interns, and volunteers
- Oversee, and provide support to the teaching artists in directing and managing theatre programs in schools and conservatory offerings at ALC
- Work with the Accounting Manager to develop an annual budget for Education Programs and track spending throughout the year
- Assist with day-to-day administrative needs of the program, including fielding parent/student inquiries and complaints
- Assist with marketing needs; write class and camp descriptions for each academic year/programming season.
- Assist and facilitate new program partnerships for Education Outreach; manage all outreach initiatives; cultivate and maintain relationships with schools and community outreach partners
- Perform other duties as assigned to support ALC’s mission
- Represent ALC Theatre Education Programs at public and private events and meetings as an advocate of ALC’s mission and vision

ENVIRONMENTAL/WORKING CONDITIONS
Most of the work time is an office setting except for weekend and evening work assisting with Mainstage Production for 2-3 weekends per year. During these instances, local travel to the production venue (within Orange County) will be required.

BENEFITS
Medical
Holiday/Vacation Pay

Position Open Until Filled To apply please submit resume to antoinettec@artsandlearning.org.