



omahacommunityplayhouse

Job Title: Director of Education

Department: Education & Outreach

Reports To: Artistic Director

Exempt salaried

Scope of Responsibilities

The Omaha Community Playhouse's (OCP) Director of Education is responsible for leading OCP's education efforts in the Henry Fonda Theatre Academy (HFTA) and the Theatre Technology Apprenticeship Program (TTAP), in collaboration with Metropolitan Community College (MCC). This position reports directly to the Artistic Director and works in collaboration with the Director of Inclusion and Community Engagement.

TTAP Responsibilities

- Serve as primary liaison between OCP and MCC.
- Attend MCC Theatre Program meetings.
- Recruit for the TTAP program by visiting schools, attending fairs, etc.
- Responsible for all aspects of safe working conditions for apprentices.
- Serve as liaison to apprentices' teachers, parents, counselors, and administrators.
- Maintain a personnel and student record file on each apprentice.
- Assist OCP staff in organizing apprentices to crew for productions and other areas as needed (building rentals, in-house fundraising events, Alternative Programming, load-in, strike, and focus).
- Supervise the Stage Management apprenticeship rotation.
- Conduct tours of OCP facilities for civic and educational groups as needed.
- Responsible for the evaluation of apprentices in counsel with OCP staff.
- Maintenance and recording of apprentice time sheets. Establish professional standards for apprentices in counsel with OCP staff.
- Revise and update the apprenticeship handbook annually.
- Responsible for managing the grievance procedures as outlined in the handbook.
- All other duties as assigned

HFTA Responsibilities

- Create curriculum and schedule all on-campus educational programming (classes/camps/workshops).
- Respond to incoming calls or email inquiries related to education.
- Create and maintain a list of potential substitute teachers for last minute cancellations by teaching artists. Function as a substitute teacher in the case of an emergency cancellation and if another sub cannot be secured.
- Monitor enrollment and provide information about class registration for all camps, classes, and workshops.
- Be present at every Saturday morning class session.
- Be present at the beginning of each class, camp, and workshop.

- Supervise all summer camps and be present daily.
- Identify, interview, train, schedule, and hire teaching artists for all educational programming, including OCP productions with children's ensembles.
- Serve as Playhouse representative for monthly meetings for educational organizations in the Omaha area as needed.
- In collaboration with the marketing department, create a communication and marketing strategy for class recruitment and registration.
- Collaborate and facilitate educational collaborations with production and the community at large, including workshops, show-specific education projects.
- Serve as Playhouse representative for area career days/fairs as needed.
- All other duties as assigned

Administrative Duties

- Collaborate alongside the Artistic Director and Director of Inclusion and Community Engagement to establish goals for the Education and Outreach Department.
- Prepare and implement yearly TTAP and HFTA programming budgets.
- Generate and maintain all department paperwork including PAs/check requests, credit card authorizations, payment requests, refunds, invoices, online registrations, contracts, background checks, and all other human resources paperwork.
- Attend department head meetings, staff meetings, board education committee meetings and board meetings.
- Collaborate with the development department on the research, completion, and evaluation of all grants/funding opportunities.
- Communicate and coordinate program activities, services and outcomes to institutional administrators and departments.
- Manage the education database, ACTIVE.

Minimum Qualifications

- BA in Theatre, Education, Dramatic Arts, or comparable experience.
- Experience teaching theatre for a public or private academic institution, or professional theatre organization.
- 2 years of professional theater experience.
- Ability and willingness to develop and implement new ideas, culture, and processes in support of the OCP's mission, as well as the ability to support and further develop and expand the current structure and programming model.
- Exceptional interpersonal skills, effective communication skills, fiscal responsibility with respect to budgets.
- Must have strong organizational skills, be detail oriented, self-motivated, possess ability to prioritize and be accountable for timelines and management of projects.
- Ability to manage staff, contractors, and interns.
- Must have a high level of enthusiasm, flexibility, and energy.
- Experience working with Outlook and Microsoft Office including Excel and Word.
- Ability to work independently and as part of a team.
- Ability to attend Saturday morning classes and some nights.
- Passion for theatre, education, and students.
- Contribute to an inclusive environment and culture where everyone feels a sense of belonging.
- Share the values of the Omaha Community Playhouse, which include inclusivity, artistic and educational impact, excellence, stewardship, and community.

Desired Qualifications

- CPR and other safety training
- Experience with ACTIVE Database
- Experience with Tessitura

Salary Range:

\$38,500-50,000