



omahacommunityplayhouse

Job Title: Director of Education
Department: Education & Outreach
Reports To: Co-Artistic Directors
Exempt salaried

Scope of Responsibilities

The Omaha Community Playhouse's (OCP) Director of Education is responsible for leading OCP's education efforts in the Shirlee & Henry Fonda Theatre Academy (SHFTA) and the Theatre Technology Apprenticeship Program (TTAP). This position reports directly to the Co-Artistic Directors and works in collaboration with the Director of Inclusion and Outreach, Director of Production and Strategy, and Production Coordinator.

TTAP Responsibilities

- Serve as primary liaison between OCP and the apprentices.
- In collaboration with staff, recruit for the TTAP program by visiting schools, attending fairs, etc.
- Collaborate with staff in providing safe working conditions for apprentices.
- 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, load-in, strike, and focus).
- 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.

SHFTA Responsibilities

- Direct 1-2 youth productions per season.
- Create curriculum and schedule all on-campus educational programming (classes/camps/workshops) with a focus on acting, musical theatre, and production.
- Teach a minimum of 2 classes per semester.
- Routinely strengthen curriculum to meet the needs of our students and the community.
- 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.
- As schedule allows, supervise Saturday morning class sessions.
- As schedule allows, supervise classes, camps, and workshops.

- Conduct student and teacher orientations for each semester.
- Supervise all summer camps and be present daily.
- Oversee the Corporate Improv Program, including networking, scheduling, and payment processing.
- Oversee the OCP @ Your School Program, including scheduling, communication, and payment processing.
- Oversee the Immersive Theatre Program, including scheduling, budgets, and coordination with OCP staff.
- Oversee the Summer Internship Program, including recruitment, scheduling, and training.
- Monitor scholarship requests and grant scholarships on an ongoing basis.
- Create social media content and schedule all SHFTA social media posts.
- Identify, interview, train, schedule, hire, and onboard teaching artists for all educational programming, including Child Chaperones for 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.
- Facilitate educational collaborations with production and the community at large, including workshops and show-specific education projects.
- Serve as Playhouse representative for area career days/fairs and community events as needed.
- Oversee the Shirlee & Henry Fonda Theatre Academy Coordinator and teaching artists.
- All other duties as assigned.

Administrative Duties

- Collaborate alongside the Co-Artistic Directors and Director of Inclusion and Outreach to establish goals for the Education and Outreach Department.
- Prepare and implement yearly TTAP, SHFTA, Production Class, and Immersive Theatre 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.
- Deliver pre-show 'curtain speeches' as assigned.
- Manage the education database, ACTIVE.
- Manage and update the SHFTA program pages on the OCP website.

Minimum Qualifications

- BA or BFA in Theatre, Education, Dramatic Arts, or comparable experience.
- Experience teaching theatre for a public or private academic institution, or theatre organization.
- 2 years of teaching experience in the performing arts.

- Ability to develop and implement new ideas and processes in support of the OCP's educational mission.
- Ability to further develop and expand the current structure, curriculum, and programming model.
- Exceptional interpersonal and communication skills.
- Understanding of fiscal responsibility with respect to budgets.
- Strong organizational skills and attention to detail.
- Self-motivated, and detail oriented.
- 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.
- Have a 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

\$43,434 to \$56,408