



Job Title: Director of Education  
Department: Education & Outreach  
Reports To: Associate 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 Shirlee & Henry Fonda Theatre Academy (SHFTA) and the Theatre Technology Apprenticeship Program (TTAP). This position reports directly to the Associate Artistic Director and works in collaboration with the Director of Social Impact, 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 Associate Artistic Director and Director of Social Impact 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.
- 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 Campsite Database
- Experience with Tessitura