



Sr. Manager Education Job Description

Position: Education Director
Position Status: Full-time Exempt
Reports to: Artistic Director and Executive Director
Salary: \$75,000 - \$80,000 plus benefits (see below)
Updated: September 20, 2022

Adventure Theatre MTC (ATMTC) is committed to building self-sufficiency within our community through acknowledging and removing barriers both seen and unseen to those who would like to participate in the art of theater.

ATMTC believes fundamentally in inspiring wonder in our audiences, classrooms, work culture and community by combining inspiration and action, paired with a desire to lean into the whimsical. At Adventure, we hope to do as much playing in our work as we do on our stages and in our classrooms, and to never cease pushing the limits of possibility.

ATMTC is the pre-eminent Theater Academy for youth in the DC region with an integrated and nationally renowned professional theater for family audiences. Its mission is to educate and inspire new generations of theater artists and audiences with exceptional theatrical experiences.

The Sr. Manager Education has a strong educational vision for the academy, an ability to find and train talented teachers, a commitment to racial equity, is equally excited about working with staff, parents, and student artists, brings a contagious excitement to the school, and believes in the importance of developing young performers.

Sr. Manager Education works with the Executive Director (EXEC) and Artistic Director (AD) to ensure the viability of the organization via programmatic excellence, operational integrity, financial viability, and strategic initiatives for institutional advancement and sustainability.

The Sr. Manager Education primarily leads, oversees, and develops the vision, concept, and practical implementation of Adventure Theatre MTC's Academy. The ED is responsible for growing and maintaining the educational value, quality and activities of ATMTC instructional programs.

The Sr. Manager Education helps to advance the relationship between ATMTC and various local, regional and national organizations, including government agencies and advocacy groups, community groups and local business, foundations, arts and education organizations. He/she will work closely with local area school systems and private schools to help extend the ATMTC Classroom into on-site classrooms and out of school time programs at local schools.

The Sr. Manager Education reports to the Executive Director and the Artistic Director and supervises the Secondary Program Manager, Elementary Manager, Community Outreach & Registrar and Heads of Dance, Music, Acting, and Elementary (when applicable), and oversees all Teaching Artists, Instructors, and Academy consultants.



The major responsibilities and duties of the Sr. Manager, Education include:

Educational Leadership

- Leads, manages and executes upon the Academy's vision, with special attention to anti-oppression, equity, diversity, and inclusion;
- Oversees the recruitment and retention of students and teaching artists;
- Oversees industry appropriate methods of tracking success of the students and the teachers;
- Ensures regular training and continued education session opportunities for Teaching Artists and Instructors;
- Stays current on local and national trends;
- Stays actively involved and present in the artistic and education communities;
- Oversees the hiring, supervising and evaluating of teaching staff;
- Oversees all student placement;
- Oversees scholarship award allocations with Dir. of Development;
- Oversees all curriculum and program implementation;
- Ensures compliance with county, state and federal regulations, accreditation rules, affecting educational programs;
- Oversees each class, classroom observations, and working with the individual teachers and instructors as needed.

Leadership & Institutional Advancement

- Contributes to the development and implementation of policies that support the mission of ATMTC;
- Contributes to maintaining positive relationships with all stakeholders, including but not limited to staff, artists, donors, board
 - members, the media, elected officials, patrons, students, parents,
 - business/nonprofit leaders, and arts leaders;
- Working with the EXEC and AD, grows and maintains an active presence in the community, particularly the arts, business and nonprofit communities, in order to represent, advocate for, and advance ATMTC;
- Contributes to ensuring that appropriate metrics that indicate the
 - organization's future successes are being set and tracked; and
- Provides support for student performances at various ATMTC and community events.

Fundraising

- Supports fundraising efforts in collaboration with the Dir. of Development and the EXEC;
- Aids in building a scholarship and financial aid program;
- Oversees development of study guides, pre/post-show materials, and other companion educational materials;
- Collaborates with AD and Director of Production on student productions and other joint programs for students, including but not limited to: Master Classes Kid's Open Call, exposure/introductions to other DC Theatre;
- Collaborates with AD in creating a culture of professional growth of our theatre artists; and
- Serves as a resource to the AD as needed.

Communications & Finance

- Assists in developing the overall messaging used in the education communications plan;
- In coordination with the EXEC and Communications staff, creates strategies to meet enrollment goals, and advance our classes;
- Develops promotional partners to diversify the sources of students; and
Oversees the annual education budget.

Qualifications

- Have a love of working with children and on children's programming;
Possesses a strong educational vision;
- Ability to lead a collaborative team process;
- Ability in theatre, dance, and/or vocal music;
- Ability to oversee the development of a curriculum;
- Ability to oversee the training and/or teach and provide direction in one or more of the three musical theater disciplines;
- A demonstrated ability to develop and maintain positive and productive working relationships with students, parents, artists, board members, donors, and administrators; ·
Excellent verbal, written, organizational, and interpersonal skills;
- Ability to get CPR/First Aid certification;
- Willingness to submit to a background check;
- Previous Budget experience preferred;
- Five (5) years in educational leadership preferred

This is a full-time salaried position with full benefits.

Highlights of our benefits include:

- 100% Individual Health Care Premium
- 100% Individual Dental & Vision
- 403 b Match
- Unlimited Leave

To Apply:

Please submit by any means that you would like (letter, video, video letter, resume, portfolio, etc.) that best represents you and your work. Include and highlight any skills or experiences you think would be most crucial to this position. Feel free to mail, email, or drop off your submission.

Email: HR@Adventuretheatre-mtc.org

Mail or Drop Off: 837-D Rockville Pike, Rockville, MD 20852
No phone calls please. ATMTC is an EOE.