



## Education Director Position Description

The Education Director is responsible for developing and implementing education-related efforts for the Aloha Theatre. Areas of responsibility and duties are outlined below, and reflect the general qualifications, duties and responsibilities necessary to identify the job; additional duties may be assigned.

### *General*

- Ensures high quality programming that aligns with the Aloha Theatre's mission, values, and vision
  - Develops, implements, and evaluates programming each season
  - Contributes to strategic planning
- Maintains positive and professional working relationships with theatre staff, instructors, students, and parents/guardians
- Collaborates with Executive Director to:
  - Hire, supervise and evaluate instructors and teaching assistants
    - Executive Director will manage human resource needs for all employees of the education program, consulting closely with the Education Director
  - Cultivate an employee- and instructor-friendly working environment that prioritizes students' needs
  - Maintain a written procedures manual for instructors and teaching assistants
  - Develop annual program budgets
  - Prepare quarterly reports for the Board of Directors to provide updates on progress toward organizational goals
- Coordinates with colleagues for scheduling and use of theatre facilities
- Actively involved with fund development activities as directed
  - May include, but not limited to, assisting with showcase performances
- Acts as a spokesperson for the Aloha Theatre's educational goals via speaking engagements, public and social appearances, and, as requested, at fundraising events and meetings

### *Educational Program*

- Designs a full educational program for youth and adults that provides performing arts instruction that also provides opportunities to develop life skills
  - Ensures that theatre skills training is available for all ages each term
  - Expands programming beyond acting to include other aspects of theatre, including movement, musicality, movement, technical theatre and any other topics in the performing arts



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- Programming may include classes and/or workshops as resources are available
- Works closely with the Artistic Director to ensure educational programming addresses production concerns and that educational elements are incorporated into production activities
- Recruits, mentors, observes, and evaluates instructors and advisors
  - Maintains orderly records of plans, interactions, and paperwork
- Collaborates with instructors to develop course curriculum and materials
- Ensures all class-related paperwork is complete for instructors and participants, including registrations, releases, and contracts
- Leads classes and workshops, as a primary or substitute instructor
- Develops networks within the educational community
- Strengthens partnerships in the arts community
- Reports regularly to the Executive Director regarding progress toward goals as well as plans for future programming

### *Minimum Qualifications*

- Bachelor's degree or teaching certificate plus 3 years teaching experience; or, 5 years teaching experience. Performing arts instructional experience is preferred but not required.
- Must have knowledge of West Hawaii community
- Must have previous theatre and/or performing arts experience
- Must be computer literate and proficient in Word, Excel, GSuite and email, as well as the ability to learn new applications

### *Preferred Qualifications*

- Community theatre experience
- Experience teaching voice, stage movement, dance, stage combat, etc.
- Experience leading a successful team
- Project management experience
- Experience with Slack, Monday, and course scheduling platforms a plus but not required

### *Intangible Expectations*

- Able to communicate verbally and in writing to various audiences, including all ages and backgrounds
- Passion for theatre and theatre education



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- Understanding of small-town theatre challenges and opportunities
- Understanding of Hawai'i's multicultural and social complexities
- Comfortable in social settings and representing the Aloha Theatre
- Transparent and high integrity leadership
- Willingness to learn, adapt, and creatively solve problems
- Detail-oriented, well-organized, and able to manage time and priorities
- Independently motivated but also able to collaborate with a team

### *Physical Requirements*

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Regularly required to speak and hear in English
- Frequently required to walk; sit; use hands to finger, handle, or feel and reach with hands and arms
- Occasionally required to stand; climb or balance, and stoop, kneel, crouch, or crawl
- Occasionally required to lift and/or move up to 50 pounds
- Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus

### *Work Environment*

- Will work primarily from the organization's offices on the second floor of the Aloha Theatre, which are accessible by stairs, as well as other organization facilities
  - The noise level in the work environment is usually moderate
- Will attend meetings and events offsite
- Remote work may be arranged as needed
- Will be required to work with the public, including public speaking
- Travel may be required from time to time