



Aurora Theatre Director of Education Job Description

Aurora Theatre seeks a Director of Education to oversee all aspects of its educational programming. Core responsibilities include: overall development, organization, operation and coordination of all education programming; supervising and hiring teaching artists and interns; developing curriculum connections; submitting an annual budget to the Managing Director; directing a minimum of one educational production a year; providing study guides for productions as needed; coordinating production talk-backs; supervising and teaching Acting Apprentice Company classes. Additionally, the Director of Education will work with the GGC Theatre Faculty on partnership events.

REQUIREMENTS: Candidate should have a bachelor's degree (with a concentration in theatre, a minimum of 18 credit hours), 3 years of theatre education or related experience and a working understanding of education, marketing, and budgeting. Candidates must have excellent written, organizational and interpersonal skills. An MFA in Education or Theatre is strongly preferred.

Now in its 25th Season, Aurora Theatre is the only professional theatre in Gwinnett County and has an operating budget of \$3 million. Salary is commensurate with experience; generous benefits package included. To best demonstrate our commitment to inclusion in our community, Aurora encourages ALL qualified applicants to apply. EOE

TO APPLY: Please send resume and cover letter including names and phone numbers of 3 references no later than May 4, 2021:

Ann-Carol Pence
Co-Founder / Associate Producer
Aurora Theatre
PO Box 2014
Lawrenceville, GA 30046
ac@auroratheatre.com.

Classes, Camps, Workshops, Education offerings

- Manage daily operation of the Education Department (Aurora Academy, classes, camps, Apprentice Company, residencies, outreach, etc.) and be the first point of contact for all its activities.
- Administrate Education Department: including design and development of program, hiring and training of teachers, collaborating with Education support staff.
- Schedule all classes, coordinating with Marketing, Tech, Stage Management, Managing Director, and Patron Relations.
- Find substitute teachers when needed and be prepared to jump in and teach when a sub cannot be found.
- Develop and submit annual budget to Managing Director.
- Serve as liaison with faculty and staff of Georgia Gwinnett College.
- Work with Associate Artistic Director to find educational plays for use as field trip and class shows.
- Direct as needed Theatre for Young Audience show for use in daytime field trips.
- Interview, oversee and hire interns (i.e Quest Intern Program, Marist HS, GGC, Gwinnett Technical College, Department of Human Services, etc.)

Study Guides

- Create content with Aurora's Apprentice Company for all study guides and publish them in a timely manner as added value to teachers.
- Develop study guide to encompass a well-rounded overall education, not just arts education.
- Oversee the distribution of study guides to all schools that book field trips or use a particular show as an educational opportunity.

Communications

- Be the driver of all education communications in every form.
- Work with Marketing Team and Education support staff to create educational materials and brochures (oversee tone, content, pricing, deadlines).
- Provide quality control of material that goes out to clients.
- Update language used in all forms (i.e grants, website, social media).

Information Systems

- Keeps detailed records and handle statistics for educational programming.
- Research recent studies, significant findings and other resources, for Associate Producer and others- for use in all manner of documents pertaining to education. Re: grants, speeches, etc.
- Design all education feedback forms for teachers and students.
- Review and collate evaluation feedback and use where appropriate – grants, etc.
- Research what current community partners need for mutual continued success.
- Research and correct what we are NOT doing to address partner's current needs.

Professional Relationships

- Develop and maintain professional relationships with educational organizations i.e. PTA's, School boards, Language Arts Coordinators on local levels and national levels.
- Develop and maintain professional relationships with Education Directors at other theatres.
- Develop and maintain good working relationships with teacher/clients.
- Continue personal education training and development.

Professional Acting Apprenticeship

- Audition, cast, and oversee Aurora's Professional Acting Apprenticeship Company (AppCo).
- Maintains a good focus on individual and company needs for the Apprentice Company of 5-6 actors (as well as, sometimes including the SM, Tech, and Costume apprentices)
- Creates monthly calendars for the AppCo including Classes, Admin Hours/Bar Shifts, Field Trips, Audition Proctoring, etc.
- Teaches AppCo Scene Study Classes, Readers Theatre, Audition Prep.
- Coordinates guest workshops with partner theatres.
- Schedules field trips and coordinates complimentary tickets to see shows at various theatres around ATL.
- Coordinate Acting Apprentice Company On Site Showcase.
- Conducts Midyear Evaluations and Exit Interviews with the Creative Team.
- Recruit at local colleges for Acting Apprentice Company.

Related Duties

- Develop and maintain Education Mission Statement and Vision Statement.
- Incorporate Aurora's Artist Statement.
- Coordinate backstage tours and Q&A sessions for theatre.
- Develop and implement Talkback Sessions (Q&A strategy, use of actor time and information).
- Proofread marketing materials as needed.
- Proofread grants and official documents as needed.
- Be available for fundraisers and outreach activities as needed.
- Attend Atlanta Professional Unified Auditions and Southeast Theatre Conference (SETC), as needed.
- Work with front of house for field trips with Box Office and Education support staff, as needed.
- Oversee bookings and scheduling of educational tour offerings.
- Manage casting and rehearsal schedule for *Reindeer Games* (Holiday Touring Show)

Future Growth

- Brainstorm unique ways to increase Education Department revenue.
- Invigorate Aurora Academy to become an audition ensemble that includes a vibrant elementary, middle and high school ensemble, from which Aurora can cast. (i.e. *Matilda*, *The Sound of Music*, *Annie*, *Oliver!* etc.)
- Spearhead curriculum programming needed to create an educational wing.
- Look for possible future growth opportunities in Education.
- Continue to develop school partnerships (i.e. Clayton County and Central Gwinnett High School, Discovery High School, Maynard Jackson High School).