

Lookingglass Theatre Company is seeking a full-time Education Coordinator within the Department of Curiosity. Lookingglass' Education programs include in-school residencies, student matinees, on-site classes, and summer camps that utilize the guide-posts "change, charge, and empower". The Coordinator will provide administrative support to the Director of Education including coordination of Lookingglass programs, Teaching Artists, and leadership of summer camp. Must be available for evening and weekend events. Reports to the Director of Education.

Specific Duties Include (but are not limited to):

Classes and Residencies and Matinees:

- Utilize database to coordinate fee-based programs
- Assist with development and marketing of all education programs.
- Assist in hiring, coordinating, supervising, and training all Teaching Artist and summer camp staff in partnership with Director
- Collect lesson planning and assessment materials of all education programs
- Assist in creating content of production study guides
- Coordinate calendar, teaching artist deadlines, data collection, and various administrative duties
- Assist in coordinating Young Ensemble workshops, rehearsals, and performances
- Oversee Studio Classes by providing administrative support to teaching artists and liaising with parents on first and last day of each session

Camp:

- Oversee running of camp, including logistics preparation, troubleshooting with staff and parents, coordination of performance needs, etc.
- Serve as production manager during camp performance days ensuring student safety and rules of the stage are followed
- Arrange and coordinate field trips, buses, and guest artists as needed
- Organize and maintain inventory of camp supplies (crafts, first-aid, etc.)
- Coordinate Video Flash Drive orders of camp performances

General:

- Assist Director of Education in all department administration
- Assist in future planning for Curiosity
- Teaches Lookingglass classes as assigned by Director of Education
- Perform any additional duties as assigned by Director of Education and Lookingglass

Qualifications

- Experience as a Teaching Artist or in arts administration implementing and creating arts programming at a professional cultural institution or school required.
- Prior administrative and supervisory experience and passion for working with youth required.
- Superb organization skills and attention to detail
- Superior customer service and communication skills, both written and verbal, for a variety of stakeholders (students, parents, teaching artists, etc.)
- Experience with database software.
- Candidates must enjoy a collaborative environment while being able to multi-task; willingness to work as a team player and assume additional responsibilities as assigned.
- This is a non-exempt position; Bachelor's degree or equivalent required, non-profit experience preferred.

Lookingglass Theatre Company is an Equal Opportunity Employer. We provide equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, national origin, age, genetics, or status as an individual with a disability. We welcome applications from all qualified

applicants. Interested candidates please email cover letter and resume to education@lookingglasstheatre.org
no phone calls please.