

# EDUCATION MANAGER ASSOCIATE ARTIST

Department	Artistic	Salary	\$48,000.00-\$50,000.00
Supervisor	Artistic Director	Status	Regular, Full time, Non-exempt, eligible for overtime
Revised	December 2021	Location	Seattle, WA

**SUMMARY**

The Education Manager Associate Artist will play a central role in the ideation and implementation of a new education program at ACT that centers our mission of connecting artistic ambition to civic engagement. This is an opportunity to reimagine and rebuild the ACT Education department with the intention of making a long-term impact within our community. We are looking for a creative thinker to join the Artistic Department and shape the future of our educational program at ACT Theatre.

This role will report directly to the Artistic Director. ACT’s target candidate will be a highly collaborative strategic thinker, strong project manager, and have a passionate belief in the transformational power of the artform.

This role requires a public-facing element and will steward communications related to education to all respective collaborators. They will join in the Artistic Department’s exploration into the potential of the theatrical education model and how it can act upon the definition of education to reach as many communities as possible. This role will participate alongside the entire ACT staff in helping achieve all goals related to Equity and Inclusion.

**Specific Job Functions**

<p><b>Education Programs</b></p> <ul style="list-style-type: none"> <li>• A partnership with the Artistic Director in planning education programs, leading the collaboration to bringing the programs to fruition</li> <li>• Participate in the hiring and supervision of a diverse teaching artist collective that will co-curate a new curriculum for various education programs for ACT</li> <li>• Improve and enhance the ACT student matinee experience.</li> <li>• Carry out the planning of panel discussions, stakeholder interviews, and other forms of ACT-centered conversations as they pertain to the education program</li> </ul>	65%
<p><b>Artistic and Institutional Support</b></p> <p>As a full time member of the ACT Artistic Department this role will:</p>	30%

<ul style="list-style-type: none"> <li>• Establish a collaboration with the Engagement Manager Associate Artist in forming community partnerships that support the goals of the education program</li> <li>• Work in collaboration with ACT staff in stewarding the mission and values of ACT Theatre, by taking an active public facing roll, including but not limited to authoring articles and letters, taking part in video interviews, leading tours, and participating in panels and discussions.</li> <li>• Serve as a strategic thought-partner on short and long-term organizational issues in joint effort with other ACT staff members</li> <li>• Collaborate and support the ACT Core Company by participating on the Curation Committee and Artistic Ethics Committee and assisting with various Core related projects when applicable</li> </ul>	
<p><b>Finance and Budgeting</b></p> <ul style="list-style-type: none"> <li>• Develop and maintain the education budget in coordination with the Artistic Director and others in the Artistic Department</li> </ul>	5%

**Qualifications/Skills**

- A commitment to leading with anti-racist, equitable, inclusive, and humanity-first principals
- A collaborative, effective communicator, and listener
- Capable of managing multiple projects simultaneously and operating a system of support to ensure productivity
- Values the potential and power of community
- A participant in the give-and-receive process of rational, thoughtful constructive criticism
- Comfort with mathematics; strong budgeting skills a plus
- A knowledgeable project manager
- An assured public speaker
- An enthusiastic outlook on the processes of developing and supporting new work
- A history of handling budgets, producing, and project management; bonus if it has been in an artistic setting
- Organizational management experience including ability in calendaring, written and verbal communication, strategy building, and running reports. ACT uses Microsoft Office suite and Slack, and a working knowledge of both would be a plus
- Distinguished interpersonal and communication skills

**Equity and Inclusion**

ACT strives to be an anti-racist, fully accessible, multicultural theatre that is truly welcoming to all. Employees will:

- Demonstrate the initiative to learn and enhance skills that promote anti-racism, cultural competency, and an understanding of oppression and its impact

- Participate in intentional learning efforts, including events relating to understanding institutional racism and building cultural competency and exhibit a commitment to diversity, equity, and inclusion

**ACT Theatre Mission and Vision**

- Mission: ACT is a contemporary theatre where artistic ambition and civic engagement unite.
- Vision: ACT envisions a world where the power of theatre expands our collective understanding of community and our own humanity.

**Peak Performer Commitments**

ACT’s values and principles guide our work, relationships and decision-making. We encourage our employees to practice forward thinking and curiosity-driven learning. We emphasize inclusivity of voices, experiences, and cultures, and seek to be a transformative agent for change in individuals, communities, and societies. We are civic minded and believe in the spirit and strength of shared purpose and collective responsibility.

**Essential Physical Skills**

This position requires frequent sitting, standing and occasional walking; lifting 30 pounds or more; manual dexterity to operate phones, computers, and other office equipment; Proficient in spoken and written English, and a bonus if bi-or-multilingual.

**Environmental Conditions**

This role requires active work from ACT Theatre’s downtown location and will occasionally visit external environment. Workspaces primarily exist in an open office setting.

*Disclaimer:*

This job description is not to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. All ACT employees may be required to perform duties outside of their normal responsibilities from time to time, as needed, to meet the ongoing needs of the organization.

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Employee Name

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**Signature** (Verifying receipt and understanding of this job description)

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**Date**