



Taproot Theatre tells stories of hope, serving the Pacific Northwest through live theatre and educational programs.

Associate Director of Education & Outreach Job Description

Department: Education & Outreach	Pay: \$52,800
Supervisor: Director of Education & Outreach	Status: Full time, salaried, exempt, benefits eligible
<i>Job Description Revised March 2022</i>	Location: Seattle, WA
<i>Desired Start Date: May 2022</i>	<i>Position Open Until Filled</i>

Position Overview: This position supports the administration and operations of all Education and Outreach (E&O) programs, including scheduling, actor and teaching artist coordination, residency management, and client communications. The position is also responsible for teaching all Acting Studio programs.

Areas of Responsibility

- *Program and Curriculum Management*
 - Develop teaching curriculum specific for each Acting Studio program, including creating basic lesson plans to be used by other teaching artists
 - Stay abreast of relevant education issues and facilitate trainings alongside Director of E&O
- *Manage E&O Calendar*
 - Maintain class, tour performance, and rehearsal calendars (alongside Director of E&O and Production Manager)
 - Provide reminders to other departments for E&O related deadlines
 - Facilitate communication of E&O calendar with all staff members
 - Attend all E&O previews and performances, assist in scheduling as needed
 - Assist Director of E&O in maintaining marketing and mailing deadlines
- *Acting Studio Program Coordination*
 - Organize current and future offsite residencies, maintaining positive client relationships and being the primary administrative contact for residency clients
 - Develop and maintain Acting Studio script database
 - Maintain inventory and replace supplies as needed
 - Assist with writing copy for Acting Studio marketing collateral
 - Manage class spaces and take lead on facility acquisition
 - Support Early Stage Memory Loss programs, as needed
 - Collaborate and communicate with other teaching artists, help onboard new hires
 - Mentor summer teaching interns alongside Director of E&O
 - Manage Acting Studio related email correspondence
- *Touring Program Coordination*
 - Assist in onboarding and training of Touring actors, as needed
 - Support other department functions, including emails, scheduling, and client communication
 - Pull accurate mailing lists as requested by Marketing department
 - Maintain well-organized database of program information and records, providing statistical reports as needed
 - Support Comedy Improv program

- *Other Duties*
 - Primary administrative contact for all E&O clients
 - Manage tour bookings and class registrations through Tessitura
 - Maintain up to date client interaction records
 - Manage accounts payable and receivable, including check requests, credit cards, and receipt tracking
 - Provide paperwork for all teaching artists, actors, and guest artists
- *Attend Events as E&O Representative*
 - Attend professional development opportunities, staff meetings, and orientations, as needed
 - Represent E&O at events, conferences, previews, performances, first day of classes, etc.
 - Represent department when Director of E&O is unavailable
- *Teaching Requirements*
 - Provide professional teaching artistry for assigned classes and residencies, ability to teach variety of classes and age groups
 - Implement positive classroom management techniques for all levels of students
 - Required to teach all programs below (unless excused in advance and substitute teaching artist has been secured):
 - Seasonal Evening Classes: February – April and October – December
 - Typically Monday and Tuesday evenings, eight-week sessions
 - Seasonal Day Camps: Midwinter Break, Spring Break (corresponds with Seattle Public Schools schedule)
 - Monday – Friday, daytime hours
 - Summer Day Camps: June – August
 - Monday – Friday, daytime hours (some Saturday mornings when applicable)
 - Up to ten individual camp sessions total (summer typically runs for ten weeks)
 - Other Residencies, as scheduled

Desired Qualifications/Skills:

- Compatibility with Taproot Theatre's mission and values
- Possess a love of theatre arts that translates to a desire to thoughtfully serve students with equity and creativity
- Bachelor's Degree or comparable teaching experience
- Past experience with Taproot's Education & Outreach programs a plus
- Solid interpersonal communication and leadership skills
- Detail-oriented, ability to work independently and manage multiple projects at once
- Experience with Office 365 or Tessitura a plus

Benefits: This position is eligible for paid time off, health, dental, vision benefits, and participation in Taproot's 403b plan.

The Taproot Theatre, dba Taproot Theatre Company (Taproot), prohibits and will not tolerate unlawful discrimination in employment of qualified employees and applicants. Taproot prohibits unlawful discrimination on the basis of race, color, national origin, religion, sex (including pregnancy), marital status, sexual orientation, age, disability, genetic information, honorably discharged veteran or military status, citizenship or immigration status, or any other legally protected category protected by applicable federal, state, or local law. As a religious organization, Taproot gives lawful preference in employment to certain employees and prospective employees on the basis of religion.

Equity & Inclusion: Taproot strives to become an anti-racist organization that prioritizes accessibility, transparent communication, and humanity to foster a space of belonging for all. As part of this work, employees may be asked to participate in regular trainings and discussions and to support anti-racism and accessibility initiatives and policy changes, as part of their scope of work. To that end, Taproot Theatre seeks employees who demonstrate initiative to expand their own learning and competency within these areas in

order to meaningfully participate in dismantling institutional racism, bias, and other systems of oppression that permeate our industry.

Faith at Taproot: As a religious, Christian faith-based organization, the Christian faith is at the center of Taproot's mission. Those in leadership are expected to embrace the essential tenets of the Christian faith and have a vibrant faith life. Prayer is also a part of life at Taproot. All are welcome to participate in these times of prayer, although participation is not required. Other than leadership positions that have a faith requirement, Taproot welcomes folks of other faith traditions, or no faith tradition, who are comfortable working in a Christian environment and can respect Taproot's mission.

Physical Requirements: This position requires frequent sitting or standing, manual dexterity to operate phones, computers, and other office equipment. The majority of work will be done in Taproot's administrative office and rehearsal spaces with occasional visits to external environments. Occasional work-from-home hours available. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Public Health: Taproot Theatre Company requires every employee, volunteer, and contractor to present proof of vaccination against COVID-19. Proof of vaccination can be vaccine card (copy or photo accepted), WA state immunization printout, or verified medical record printout from medical provider.

To apply, submit a cover letter and resume to Lindsey Long, Director of Education & Outreach, at lindsey@taproottheatre.org