



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

Education and Outreach Associate Job Description

Department: Education & Outreach	Pay Range: \$22-\$24/hour
Supervisor: Director of Education & Outreach	Status: Full time, hourly, non-exempt, benefits eligible
<i>Job Description Revised May 2024</i>	Location: Seattle, WA
<i>Desired Start Date: June 3, 2024</i>	<i>Position Open Until Filled</i>

Position Overview: This position supports the administration and operations of all Taproot touring and educational programs, including scheduling, actor support, and client communications.

Specific Areas of Responsibility

- *Sales and Customer Service*
 - Primary contact for all touring clients
 - Manage tour bookings, including preliminary sales push
 - Maintain up to date client interaction records
 - Studio parent communication via email and phone
 - Scheduling and facilitating Studio class auditions
- *Manage Touring Calendar*
 - Maintain tour performance and rehearsal calendars (alongside Director of E&O and Production Manager)
 - Provide reminders to other departments for touring related deadlines
 - Attend all E&O previews and performances, assist in scheduling as needed
 - Planning daily schedule for tours, including itineraries, travel time and mapping, accommodations, and other related logistics
- *Support Touring Actors and Production Team*
 - Create and sharing touring schedules (rehearsal and performance) and support touring teams as needed
 - Assist in onboarding and training of touring actors, as needed
 - Maintaining up to date actor availability for understudy logistics
- *Touring Program Coordination*
 - Assist with writing copy for all touring marketing collateral
 - Assist Director of E&O in maintaining marketing deadlines
 - Manage accounts payable and receivable for touring program, including check requests, credit cards, and receipt tracking
 - Pull accurate mailing lists as requested by Marketing department
 - Maintain well-organized database of program information and records, providing statistical reports as needed
- *Maintain Studio Software*
 - Building classes and camps in Sawyer and managing Sawyer transactions such as discount codes and assisting with student sign ups and registration changes.
- *Attend Events as E&O Representative*
 - Represent E&O at neighborhood events, conferences, previews, class performances, first day of classes, etc.
 - Represent the Touring program when Director of E&O is unavailable

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 administrative experience
- Solid interpersonal communication skills and customer service experience
- Detail-oriented, ability to work independently and manage multiple projects at once
- Experience with Office 365 and Tesseract is a plus

Benefits: This position is eligible for paid time off, health, dental, vision benefits, and participation in Taproot's 403b plan. *Taproot's health benefits are 100% covered by Taproot and are valued at over \$9,000 per year.*

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 Statement: Taproot Theatre Company is incorporated as both a non-profit theatre and a religious organization. Our organization operates outside of church oversight and across denominations. Staff at or above the director level are asked to confirm their Christian faith, and at present, permanent Taproot staff at all levels are invited, but not required, to participate in corporate prayer and many, but not all, self-identify as Christians. Seasonal workers and guest artists may choose not to participate in these customs and represent a diversity of backgrounds and faith traditions.

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 Melanie Godsey, Interim Manager of Education & Outreach, at melanieg@taproottheatre.org