



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

### Education & Outreach Manager Job Description

<b>Department:</b> Education & Outreach	<b>Pay Range:</b> \$65,000-\$68,000
<b>Supervisor:</b> Producing Artistic Director	<b>Status:</b> Full-time, hourly, non-exempt, benefits eligible
<i>Job Description Revised May 2024</i>	<b>Location:</b> Seattle, WA
<i>Desired Start Date: June 3, 2024</i>	<i>Position Open Until Filled</i>

**Position Overview:** This position is responsible for the oversight, planning, and management of all Education and Outreach programs (E&O), including the artistic, educational, and fiscal health of the department.

**Direct Reports:** E&O Associate, Touring Actors, Teaching Artists, Interns, Seasonal Studio Staff

### Areas of Responsibility

- *Oversight of E&O Department*
  - Manage E&O staff and assist as needed
  - Facilitate communication of E&O calendar and concerns with rest of Taproot
  - Administer and conduct post-activity evaluations
  - Attend professional development opportunities, staff meetings, and orientations, as needed
  - Represent E&O at events, conferences, previews, performances, first day of classes, etc.
  - Maintain an organized electronic file library for E&O documents
- *E&O Reporting, Budgeting, and Long-Term Planning*
  - Short and long-term E&O planning
  - Maintain a well-organized database of E&O information and records
  - Maintain E&O budget
  - Create reports as needed
- *E&O Marketing and Sales*
  - Communicate with Marketing department about promotional needs
  - Approve promotional copy and design concepts
  - Assist with writing copy for all programs alongside Marketing department
  - Execute marketing strategies and touring sales alongside department
  - Assure representation of E&O at relevant conferences and events
- *Oversight of E&O Programs*
  - Artist Hiring and Training
    - Hire and manage artists for E&O (teaching artists, actors, directors, playwrights, etc.)
    - Train employees in Taproot etiquette, expectations, and policies
    - Facilitate team building activities
    - Provide paperwork for all teaching artists, actors, and guest artists
    - Provide feedback and administer regular employee reviews
    - Serve as the first point of contact for E&O mediation
    - Stay abreast of relevant social issues and facilitate training for all programs
  - Acting Studio Program
    - Manage class schedule and general email communication
    - Organize current and future offsite residencies, maintaining positive client relationships and being the primary administrative contact for residency clients
    - Develop and maintain script database
    - Manage class spaces and take lead on facility acquisition

- Provide professional teaching artistry for assigned classes and residencies, ability to teach variety of classes and age groups (or hire others when not available)
- Implement positive classroom management techniques for all levels of students
- Support Early-Stage Memory Loss programs
- Touring Program
  - 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
  - Attend E&O specific production meetings
  - Manage play development alongside Literary Manager
- Internship Program
  - Interview, hire, train, and mentor interns
  - Coordinate and assign mentors as needed
- Show and Curriculum Development
  - Plan for ongoing E&O repertoire and needs
  - Acquire new shows for Acting Studio use
  - Create study guides for school assemblies
  - Develop teaching curriculum specific for each Acting Studio program, including creating basic lesson plans to be used by other teaching artists
  - Keep abreast of local and national E&O companies

**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 arts admin experience
- Strong leadership skills and experience managing teams
- Budgeting and strategic planning experience a plus
- Collaborative approach to work, eagerness to tackle complex tasks, desire to facilitate an open and creative working environment
- Experience with Office 365 and Tessitura 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 and Outreach  
[melanieg@taproottheatre.org](mailto:melanieg@taproottheatre.org)