

EDUCATION COORDINATOR JOB DESCRIPTION

Job Title: Education Coordinator
(Non-exempt hourly position)

Department: Education and Outreach Department

Reports to: School Administrator

TO APPLY: Send resume and cover letter to dwright@grct.org with "Education Coordinator" in the subject line.
Applications will be accepted until January 19th.

Job Summary:

The Education Coordinator's key mission is to support the day-to-day functioning of the School of Theatre Arts. The EC provides supplemental communication to students and parents, database management, classroom material preparation, and physical classroom management support to the School Administrator and Director of Education and Outreach.

Performance Responsibilities:

The following list provides an overview of the EC's expected duties and responsibilities. As the organization grows and evolves, responsibilities may be added, modified, or removed. A yearly review process will provide an opportunity for the EC to discuss and evaluate primary and support responsibility assignments.

- Assists with pre-term preparation including printing class materials, preparing folders, roster and attendance management, sending pre-term communication, and preparing the physical classroom for students.
- Offers phone and database support during high registration times
- During the term, the EC will be on-site to support the Education team as needed including some nights and weekends
- Offers support to teachers and administrators during the term including preparing communication to families, providing classroom materials as needed, ensuring classroom spaces are ready for students, and maintaining attendance records
- Also assists with Education and Outreach Department events throughout the year including setup and teardown, greeting guests, and preparation of materials
- Attends weekly department and staff meetings and education retreats
- Offers significant material preparation support for summer camps including playbill creation, nametags, newsletters, and evaluations and on-site support Monday, Wednesday, and Friday between 8 am and 4 pm during active camp weeks

Qualifications:

- Preferred high school diploma or equivalent
- Excellent written and verbal communication skills
- Demonstrated proficiency in Microsoft Office and Google Suites
- Ability to work well in teams and manage multiple projects, schedules, and deadlines
- Must possess skills in project and time management with attention to detail
- Applicants should have a flexible attitude towards a fast-paced, ever-changing work environment
- Willingness to accept and apply regular feedback from teammates
- Must be able to effectively communicate with parents and students from diverse backgrounds
- Strong problem-solving and collaborative skills with a growth-mindset in challenging situations
- Schedule is flexible.
 - School terms include nights and weekends as well as daytime office hours arranged around the needs of the program and the availability of the candidate
 - Summer camp schedule is typically from 8 am-4 pm with some nights/weekends during one act camp weeks.

Compensation:

- This is a year-round, part time, non-exempt position
- Salary Range: \$18-\$20/hour, 20-25 hours/week (\$25,000/year)
- Paid time off
- Parking subsidy
- Access to other benefits

How to Apply:

Interested applicants should send a cover letter and resume to dwright@grct.org with the subject line: Education Coordinator Application.

Civic will begin reviewing applications on/around January 20th and continue until the position is filled. Ideal start date is Mid-March.

Grand Rapids Civic Theatre is an Equal Opportunity Employer.**About Grand Rapids Civic Theatre**

Established in 1925, the Grand Rapids Civic Theatre and School of Theatre Arts is one of the oldest and largest community theatres in the nation. We are in the heart of our community in Downtown Grand Rapids, Michigan, and are one of the pillars of the performing arts and cultural fabric of our community.

OUR MISSION

Inspire creativity and personal growth, **Illuminate** our common humanity, and **Ignite** connection across our community...through the power of Theatre Arts.

OUR VALUES

- **Excellence** Pursue our work passionately; aim for the highest standard.
- **Inclusion** Create a space where everyone feels valued and included.
- **Collaboration** Partner with others, foster connections and seek feedback.
- **Integrity** Be honest, transparent, and ethical in everything we do.
- **Innovation** Try new ways of doing things; improve every day.

OUR VISION

We imagine a future where GRCT is a....

- **Nationally recognized** community theatre with **broad educational and performance offerings**.
- **Highly valued community asset** activating innovative **arts partnerships**.
- A **Theatre** that **invests in local artists**, where **everyone** feels a **sense of belonging**.

OUR HISTORY

Born in the Roaring Twenties, the “Civic Players” began producing four plays annually in the St. Cecilia Auditorium in downtown Grand Rapids, Michigan. In 1935, the organization officially changed its name to the Grand Rapids Civic Theatre, and soon had over 1,600 season ticket holders and drew audiences of over 4,000 to each of six shows annually. The theatre continued to maintain itself through decades of economic and social changes.

During the 1960s, the Civic Theatre experienced unprecedented growth and emerged as one of the country’s strongest community theatres. By the end of the decade, in a cooperative venture with the Grand Rapids Public Schools, the Civic began offering theatre classes to young people and further strengthened its position in the community.

Today, the Grand Rapids Civic Theatre and School of Theatre Arts is the 5th largest community theatre in the country. We produce nine mainstage productions each year with the help of over 800 talented volunteers who do everything from singing, dancing, and acting to building sets, sewing, ushering, and so much more.

The School of Theatre Arts has grown to become one of the largest and most respected community theatre education programs in the country. We provide excellent training in all aspects of theatre life for over 1,600 students annually. Civic’s education programming prepares students for lifelong participation in the live theatre arts, often inspiring professional careers in all areas of theatre production.

About Grand Rapids, Michigan

Grand Rapids, Michigan is the second largest city in Michigan, and is the arts and cultural center of the entire West Michigan region. Grand Rapids Civic Theatre joins the Grand Rapids Symphony, Circle Theatre, the Grand Rapids Ballet, Broadway Grand Rapids, and Opera Grand Rapids as the premiere performing arts organizations in the community. A history in logging and furniture manufacturing has given way to bustling modern industries like health care, education, and manufacturing for the automotive and aviation industries, among others. Grand Rapids is home to an exciting culinary scene, with new and different restaurants, breweries, distilleries, and wineries opening regularly. A comparatively low cost of living, exceptional public schools, expansive public lands and parks, and wonderful natural resources have earned Grand Rapids the distinction of having exceptionally high “quality of life” ratings.

More about Grand Rapids: <https://www.experiencegr.com/media/grand-rapids-fact-sheet/>