

DIRECTOR OF EDUCATION AND OUTREACH

Grand Rapids Civic Theatre

Department: Education and Outreach

Reports To: Artistic Director

Direct Reports: Outreach Manager, Education Program Manager, School of Theatre Arts Faculty

Position Type: Full Time, Exempt, Salaried

Compensation: \$55,000

Additional Benefits and Compensation: Medical/Dental/Vision Insurance, Parking pass or \$29/pay period parking stipend, Complimentary Season Tickets, 50% off GRCT classes, Access to other Benefits

ABOUT GRAND RAPIDS CIVIC THEATRE

Grand Rapids Civic Theatre is a nonprofit theatre organization committed to creating meaningful experiences through live theatre and community engagement. We believe theatre is strengthened by welcoming diverse perspectives, fostering collaboration, and creating an environment where everyone feels valued and included.

Our work is guided by five core values:

Excellence • Inclusion • Collaboration • Integrity • Innovation

ABOUT THE POSITION

The Director of Education and Outreach's (DEO) key mission is to oversee the day to day operations of the School of Theatre Arts and all education/outreach related programming, continually assessing and improving programming to provide the highest quality experience for students, families, faculty, and independent contractors. The DEO provides the tools and framework to ensure that every person who walks through our doors feels a sense of belonging in the Civic community while taking steps towards their artistic goals.

This position is a great opportunity for someone with a background in theatre (or related performing arts experience), education, and administration who has strong management skills and a love for helping people of all ages grow as artists and human beings.

WHAT YOU'LL DO

The following list provides an overview of the DEO's current 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 DEO to discuss and evaluate primary and support responsibility assignments.

Primary Responsibilities

These are the areas for which the DEO is the LEAD staff member responsible for execution.

- Supervise School of Theatre Arts full-time employees with weekly meetings, regular check-ins for work completion and timeliness of tasks, yearly retreats, and overall support.
- Hire, contract, train, support, and oversee all faculty and teaching assistants (TAs) in the School of Theatre Arts and outreach programs
- Oversee communication with parents/students including pre-term/during term/post-term emails/phone calls/texts, behavior management needs, accommodations, orientation, scholarships, and general questions and concerns.

- Ensure the highest quality classroom experience for School of Theatre Arts students in the following areas:
 - Curriculum and lesson plan development, implementation, and oversight
 - Attention to the physical space students encounter (classrooms, gathering spaces, performance spaces) and physical materials students use (folders, choreography videos, newsletters, tracks, etc.)
- Continually assess the processes & procedures of the Schools of Theatre Arts while looking for ways to encourage belonging and inclusion and increase efficiency
- Plan all on-site educational programming and support in-person with administrative tasks (behavior management, attendance, printing, etc.)
- Create and maintain the School of Theatre Arts budget including weekly expense reports and payroll management
- Run the Young Artist Studio program including on-site management, hiring, class scheduling, field trip supervision, and more.
- Summer camp hiring, curriculum management, on-site supervision, tech rehearsal support, materials preparation, daily newsletter creation,

SUPPORT & COLLABORATIVE RESPONSIBILITIES

These are areas in which the DEO offers support and works collaboratively with another member of the staff or other departments.

- Work with the Artistic Director and Production Manager to choose suitable material, hire production staff, and continually evaluate processes for Summer Camp One Acts.
- Attend weekly leadership and staff meetings
- In conjunction with the Education Program Manager, track scholarship applications and registration, send communications, and evaluate processes for efficiency.

WHAT WE'RE LOOKING FOR

We're looking for an individual who has...

- Excellent multi-tasking, time management, and organization skills.
 - Experience and skill in resolving conflicts in a positive manner.
 - Passion for fostering and participating in a positive, inclusive, and efficient work environment.
 - Ability to motivate, support, and encourage others.
 - Growth mindset approach to problem-solving, and a calm demeanor when under pressure.
 - Collaborative spirit in all interactions with staff, contractors, and volunteers.
 - A history of being Deadline Driven, Self-Motivated and able to consistently follow established organizational processes and workflows.
 - Enthusiasm for learning new skills.
 - Shown they will value mentorship and education when working with staff, volunteers, and students.
 - Ability to delegate and oversee projects.
 - Strong written and verbal communication skills as well as strong listening and comprehension skills.
 - Ability to manage programming in the present or near future, while also planning for future programming.
- Apply critical thinking, logic, and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- A track record of using good judgment and decision-making processes to consider the relative costs and benefits of potential actions to choose the most appropriate one.

QUALIFICATIONS

Required

- Minimum Undergraduate Degree or Equivalent Experience in Education, Theatre or compatible field. (Experience in both Theatre and Education Preferred. A broad understanding of theatre, music, dance and production elements in the performing arts Required.)
- 5+ Years experience teaching in a classroom setting (either K-12 education or arts education)
- 5+ Years managing and training employees and/or contractors.
- Experience in program planning, curriculum development, and classroom management.
- Experience and training in trauma-informed instruction, social-emotional learning (SEL) strategies, and student accommodations and the ability to assist others in adapting content for diverse learners of all ages.

Preferred

- Experience with point-of-sale systems and software.
- Experience working in theatre, performing arts, nonprofit, cultural, or community organizations.
- Experience with budgeting and financial tracking.
- Experience in development and fundraising practices a bonus.

Experience, skills, and demonstrated abilities will be considered alongside formal educational credentials.

TECHNOLOGY

The Director of Education and Outreach will work with computers, email and calendar systems, Microsoft Office or comparable software, Google based systems, registration and point-of-sale systems, printers, scanners, telephones, and other theatre technology. Experience with **Ludus** is helpful but not required.

WORK SCHEDULE & ENVIRONMENT

This is a full-time, year round position averaging **40+ hours per week**, depending on the time of year and the programming in progress. This is a largely Onsite Role – while some offsite planning and project time can be utilized, the bulk of the role will be accomplished onsite at GRCT, and will regularly include night and/or weekend programming. Weekly hours are often flexible, as long as key meetings and programming commitments are prioritized.

This position is primarily performed in the theatre offices, rehearsal halls, lobby, and stage environment. The employee should be comfortable standing and walking for extended periods, moving throughout the building, working around crowds, and working in environments with varying lighting, sound levels, and temperatures. Reasonable accommodations will be provided to qualified individuals with disabilities to enable them to perform the essential functions of the position, consistent with applicable law.

WHY WORK WITH US?

As the Director of Education and Outreach, you will play a vital role in helping our Civic Theatre community grow, connect, and learn. You'll work alongside teaching artists, staff, volunteers, and community members

while helping to create a welcoming and memorable experience for every student who walks through our doors.

At Grand Rapids Civic Theatre's School of Theatre Arts, we are committed to artistic excellence through a comprehensive arts education program which builds **confidence**, fosters **collaboration** and inspires **creativity**.

EQUAL EMPLOYMENT OPPORTUNITY

Grand Rapids Civic Theatre is an equal opportunity employer. We are committed to providing a workplace free from unlawful discrimination and harassment and to maintaining an inclusive environment for employees, applicants, volunteers, artists, patrons, and community members.

We welcome applicants from diverse backgrounds, experiences, identities, abilities, perspectives, and communities. Employment decisions are based on qualifications, organizational needs, and applicable federal, state, and local law.

REASONABLE ACCOMMODATION

Grand Rapids Civic Theatre is committed to providing reasonable accommodations to qualified individuals with disabilities throughout the application and employment process. Applicants who require an accommodation to participate in the application or interview process may contact:

Allyson Paris
Artistic Director
a.paris@grct.org
(616) 222-6654

HOW TO APPLY

Interested applicants should send a cover letter and resume to a.paris@grct.org.

Please use the subject line: Director of Education Application

Civic will begin reviewing applications on October 5 and will continue until the position is filled. The start date is negotiable, but mid/late November 2026 is ideal.