



Bay Street Theater

DIRECTOR OF EDUCATION & COMMUNITY OUTREACH

Job Description (July 2018)

Bay Street Theater & the Sag Harbor Center for the Arts is a year-round, not-for-profit professional theater and community cultural center which endeavors to innovate, educate, and entertain a diverse community through the practice of the performing arts. We serve as a social and cultural gathering place, an educational resource, and a home for a community of artists.

Summary Statement: Bay Street Theater (BST) seeks a Director of Education & Community Outreach. This full-time salaried position reports to the Artistic Director and works to advance Bay Street Theater's educational programming, engagement in the East End community, and partnerships with local businesses/organizations. The position requires a comprehensive approach to engaging audiences of all ages and inspiring a love of theater and the arts in community youth.

Ideal candidates should have at least 3 years of experience working in the education or community engagement department of a not-for-profit theater company or equivalent organization and lives or is willing to relocate to Long Island, within a commuting distance to Sag Harbor, NY. An MFA in Education or Theater is strongly preferred. Salary commensurate with experience.

To apply: Please send a cover letter detailing interest in the position and resume to mary@baystreet.org.

I. RESPONSIBILITIES

Overview

Bay Street Theater (BST) a professional LORT-C theater and strives to be a home to the East End's performing arts community. The Director of Education & Community Outreach creates and oversees year-round arts education programming including but not limited to youth and teen art camps/workshops, adult workshops and arts classes, BST's annual Literature Live! program, family-friendly programming, and the summer internship program.

The Director of Education & Community Outreach's general responsibilities include:

- Oversight, Coordination & Expansion of Year-Round Educational Programming
- Sourcing New Funding and Grants for Educational Programming
- Literature Live! Oversight and Management
- Community Engagement
- Internship Program Coordination

Oversight & Coordination of Educational Programming

The Director of Education & Community Outreach plays a leadership role in guiding all new and existing educational programming, including summer camps, vacation camps, and educational outreach for adults and youth. This position is responsible for all aspects of coordinating youth and family programming.

Specific responsibilities include:

- Develop and implement the curriculum goals and assessment measures for teaching artists and educators
- Work closely with the Marketing Department to promote all educational programming to schools, families, and the general audiences including press releases, advertisements, public service announcements, interviews, direct mail, email, website, social media, and brochures
- Work closely with the Development Department to secure funding for educational programs including delivering presentations, writing program descriptions, histories, and long-term planning, researching and writing grant proposals, proofreading sponsorship proposals, and participating at special events and functions related to education
- Responsible for the recruitment and training of teaching artists and mentors
- Financial oversight for the education budget in close conjunction with the General Manager
- Plan, administer, oversee and manage enrollment for all camps and workshops
- Oversee coordination and running of camps/workshops including hiring teachers, creating curriculum, communicating with community members and parents, locating and booking space, and keep accurate data on child/parent satisfaction and participation statistics
- Devise and create new educational programming that expands BST's reach in the community and with families
- Develop new educational programs around the mainstage season that encourage audience participation and attendance
- Opportunities for teaching camps/workshops as desired
- Assisting with writing, editing, and proofreading BST publications including articles and educational program specifics newsletters, programs, and web features

Literature Live! Oversight and Management

The Director of Education & Community Outreach plays an integral role in bringing BST's annual Literature Live! production to fruition.

Specific responsibilities include:

- Establish and maintain active relationships with local and other Long Island educators
- Act as a liaison between production staff, designers, and director
- Facilitate the creation of relevant and standards-based teacher guides for Literature Live! productions
- Regularly meet with all Literature Live! production department heads to coordinate schedules and track budgets
- Keep in contact with schools to publicize and organize attendance for shows and educational opportunities
- Work with the General Manager and Associate Producer/Company Manager to create performance schedule
- Create study guides for educators

- Promote and grow in-classroom visits with actors and the creative team
- Work to secure funding for all aspects of Literature Live! including assisting the Development Team with cultivation and maintenance of donors, grant writing, and maintaining statistics for reporting purposes
- Arrange and lead post-performance talkbacks

Community Engagement

The Director of Education & Community Outreach has primary responsibility for growing and deepening BST's relationships with business and organizations on the East End and across Long Island.

Specific responsibilities include:

- Work with BST leadership to develop and implement a comprehensive and innovative community engagement plan targeting individual, private, corporate, school and other organizations
- Research and assist in developing plans for expanding BST's presence and visibility in the community
- Serve as an ambassador of BST at community events and functions
- Work with the Marketing Department on the development and dissemination of informational fliers, booklets, brochures, posters, and other collateral material to local businesses, community centers, libraries, and at community events
- Assist the Volunteer Program Manager in the recruitment and engagement of BST volunteers

Internship Program Coordinator

The Director of Education & Community Outreach has primary responsibility for managing the experience of BST's summer interns.

Specific responsibilities include:

- Oversee the communication and publicizing the summer internship program to students and collegiate departments nationwide
- Maintain an accurate database of theater and technical theater programs/departments with contact information
- Oversee the collection of applications and hiring process with department heads
- Create the summer internship schedule of activities in conjunction with the Artistic Director, General Manager, Associate Artistic Director, and Production Manager and communicate to BST team and interns
- Coordinate weekly or bi-weekly professional development sessions for interns
- Coordinate and lead the weekly intern meetings
- Act as the main point of contact for interns outside of their department head direct supervisor. Provide support and guidance as needed to ensure all interns have a best possible educational experience. Maintain open communication with all interns, being the "momma" or "papa" bear of each intern
- Build a network within BST Internship Program Alumni that fosters continued participation and engagement with the Theater

II. OTHER

The Director of Education & Community Outreach performs other support functions and duties as needed. Bay Street Theater is a growing organization with a small staff. Employees are often called upon to perform other duties essential to accomplish organizational goals and meet important deadlines.