

Bainbridge Performing Arts (“BPA”)

Director of Education - Position Description

Position

This position description outlines the duties and responsibilities of the Director of Education at Bainbridge Performing Arts. The Director of Education is responsible for the overall management and operation of the Theatre Education Program. This is a 3/4 time position.

Mission of Bainbridge Performing Arts

BPA promotes appreciation of and participation in the performing arts to build, educate, and inspire our vibrant, creative community.

Duties and Responsibilities of the Director of Education

BPA's Director of Education serves as the Theatre Education Program's professional representative, student/parent liaison, and head instructor. They provide leadership in creating comprehensive theatre curriculum, implement on-going programs, and are responsible for developing and maintaining the infrastructure for all other administrative and operational activities of the Theatre Education Program. Key responsibilities also include hiring and supervising teaching staff, interacting with parents, maintaining registration information, acquiring and/or adapting plays or source material for student performances, attending Education Committee meetings, occasional board meetings and fundraisers, and participating in marketing efforts. In addition, as part of the position, the Education Program Director will teach at least one class per session and will direct any camp programs.

Reporting Relationship

The Director of Education reports to the Executive Director and shall be advised by the Education Committee. The following staff members and volunteers report directly to the Director of Education:

- Theatre School Teachers
- Theatre School Interns/Assistants
- Parent Volunteers

Scope, Authority, and Expectations

Planning

- Develop and announce classes and curriculum for all ages in a timely fashion to ensure smooth registration and full classes.
- Secure scripts, materials and applicable licensing for all productions and classes.
- Work with the Production Manager to schedule facility use for all classes and Education Program related purposes.
- Maintain schedules, rehearsal calendars and expectations for all classes and effectively communicate all dates and expectations to students, parents, and staff of BPA as appropriate.
- Schedule teachers and guest instructors in advance of each term
- Meet monthly with the Education Committee to discuss new programming and Theatre Education needs
- Work with the committee to plan any student/family stewardship events
- Utilize committee to assist with marketing and fundraising for the Education Program

- Recruit and appoint new committee members as necessary
- Maintain regular communication with the committee chairperson

Personnel Management

- Recruit, and supervise a diverse and well qualified group of teachers, guest instructors, and interns.
- Promote, discipline, and terminate in accordance with legal requirements and in communication with the Executive Director.
- Evaluate staff performance as needed, but at least annually, in writing. Maintain personnel files.
- Develop, implement, and monitor compensation in accordance to BPA policy and within budget expectations
- Create and maintain contracts for every instructor each term
- Maintain records of teaching artist hours worked, pass timecards to Executive Director and see that checks are distributed in a timely fashion in accordance with existing contracts.
- Mediate, document, and aid in resolution of staff conflicts in accordance with legal requirements and BPA policy. Enlist the support of the Executive Director when appropriate.

Administrative

- Create and communicate a rough budget for each fiscal year to reflect anticipated program expenses
- Ensure that tuition is appropriately set for each term according to established income expectations
- Manage collection and documentation of tuition payments and registration forms by the first day of each term Learn how to use the box office system to effectively do so
- Ensure that contract and program expenses do not exceed established budgetary figures and have the approval of the Executive Director
- Prepare and submit receipts and other documentation of expenses in a timely fashion
- Manage and respond to scholarship requests in communication with the Executive Director
- Work with Public Relations Director to create marketing and program collateral by mutually established deadlines
- Handle student/parent correspondence in a compassionate and timely fashion, and respond to suggestions and complaints as necessary
- Ensure that students and parents are appropriately advised of all health and safety regulations
- Help to cross-promote other BPA programs

Program and Classroom Management

- Create and maintain a positive, wholesome, and safe environment for all students. Ensure that teachers, instructors, and others related to the Theatre Education Program do the same and are aware of the standards of instruction
- Maintain and expect the highest standards for personal conduct
- Director of Education shall teach at least one class per session and be current enough on other classes to act as substitute as necessary. Minor, additional classes that can be taught within the scope of the full time position can be added, and the Director of Education may teach additional classes outside of their existing contract with oversight from the Executive Director
- Produce, direct and coordinate all youth productions and performances (typically at the end of each quarter). This requires night and weekend presence at least four times per year
- Recruit, engage, and maintain a core of parent volunteer support for all programs
- Oversee production and construction of costumes and props for performances
- Communicate and work with the Technical Director and Production Manager to ensure that all technical and space needs are met according to the resources available and without creating a burden for other staff members and programs
- Maintain structure and appropriate discipline
- Maintain and document class registration forms
- Be present in the building whenever students are, including assisting in classroom set-up and set-out class sign-in sheets

- Ensure that classrooms and facilities are restored after each use and that costume storage for the Theatre Education program is kept neat and well organized.

Other Duties as Required

- The Director of Education is a core member of the BPA staff

Remuneration and Benefits

- Remuneration will be as specified in the employment agreement between BPA and the Director of Education
- The salary range is \$45,000 - \$48,000 annually for 30 -35 hours weekly with generous leave offered
- Director of Education is eligible for health benefits through the BPA group health plan

Qualifications

- Prior theater education/direction and personnel management experience
- A degree in theatre and/or education is strongly preferred
- Must pass a criminal background check
- Must consistently demonstrate exceptional organizational and communication skills
- Must consistently adhere to the BPA Conduct with Minors Policy
- Must consistently demonstrate exemplary personal integrity and leadership skills
- Must exhibit professional demeanor and presentation at all times when on BPA property and in the community, generally