



Title: Education Coordinator

Classification: Exempt

Reports to/Evaluated by: Executive Director

Qualifications: Preferred BA in arts education and/or three years plus of previous experience. Possess experience with non-profits arts, demonstrated experience in management, excellent communication and organizational skills, computer skills and an understanding of marketing.

Description:

The Education Coordinator will coordinate all Fargo-Moorhead Community Theatre (FMCT) outreach and education programs. Individual will report directly to the Executive Director. The job responsibilities consist of the following areas:

1. Manage and Coordinate All Education Programs
 - a. Develop, in tandem with the Executive Director, and implement all aspects of the educational programs based on the program foundations already in place.
 - b. Assist and manage the outreach program to local elementary schools and community groups.
 - c. Develop teacher packets for all seasonal education programs outlining lesson planning and daily expectation of activities.
 - d. Prepare weekly schedule for education staff.
 - e. Manage and Coordinate FMCT education classes to include:
 - Coordinate and teach the teacher training workshop.
 - Coordinate all teaching artist teams.
 - Facilitate the organization of contracts for all teaching artists and productions teams.
 - Serve as the first point of contact for production teams regarding production execution needs.
 - Organize class rosters and monitor appropriate class sizes.
 - Serve as the liaison to parents regarding class information, schedules, and other needs.
 - f. Serve as a teaching artist for a minimum of one class per term.
 - g. Collaborate with area artists for special programming including the theatre classes and productions.
 - h. Visit schools, promoting all education classes.
 - i. Lead On the Road team as a teaching artist.
 - j. Help with staffing of teachers, production team, volunteers and interns for education programs.
 - k. Coordinate and oversee staff, volunteers and interns for each season.
2. Perform Administrative duties (in Cooperation with the Executive Director)
 - a. Maintain Education/outreach budget section of the annual budget that have been provided by the Executive Director.
 - b. Provide to the Executive Director, in a timely manner, all work contracts.
 - c. Provide to the Executive Director updated reports of all education activities.
 - d. Other duties assigned.