



# northwestern settlement

ADVENTURE STAGE CHICAGO

## INTERIM EDUCATION MANAGER

Position Announcement

**Position status:** Part-time, temporary (20 hours/week)  
**Position reports to:** Producing Artistic Director

### Position Description:

Under the supervision of the Producing Artistic Director of Adventure Stage Chicago (ASC), the Interim Education Manager oversees day-to-day activities of ASC Education programs. The Interim Education Manager is also responsible for completing all education program assessment and evaluation. The Interim Education Manager aggregates all educational content to be used in learning guides and as part of Curtain Conversations, lobby installations, and lobby activities. The Interim Education Manager supervises independent contractors and works within given expense budgets. The Interim Education Manager is expected to be creative, proactive, self-motivated, and enthusiastic for the mission of the Settlement and ASC, able to work in a high-pressure, deadline-oriented environment with excellent verbal, written, collaborative, and interpersonal skills. The Interim Education Manager handles complex and confidential matters, which can call for discrete, independent judgment. S/he also operates in direct communication with patrons of the theater, area schools, citywide publications, and independent artists.

### Job Responsibilities:

#### ❖ Residencies and Workshops

- Maintain a standard of excellence for delivering ASC programming by providing high quality drama residency programs to CPS schools.
- Nurture ongoing relationships with current partners by coordinating all components of classroom residencies as well as facilitating regular meetings (including pre-residency, mid-point and post-residency) with participating classroom teachers and teaching artists.
- Organize bus transport for Neighborhood Bridges schools to attend matinee performances.
- Coordinate 2 spring culminating events for residency and workshop participants and organize transportation as needed.

- Update and distribute curriculum materials used in support of residencies and workshops.
- Utilize current assessment tools to evaluate progress of students and assess classroom teachers' experiences.
- Observe and assess teaching artist and intern performance and provide ongoing feedback.
- Ensure residencies and workshops are thoroughly documented with photos and video.

#### ❖ **Production**

- Lead Curtain Conversations, when required, for matinee and weekend performances.
- In collaboration with AmeriCorps Project YES! member, design and implement show specific interactive lobby activities and display content.

#### ❖ **Marketing**

- Update content for learning guides in support of all performances as necessary; review and approve all drafts in coordination with Marketing & Communications Manager.
- When requested, contribute education content to all brochures, catalogs, web, social media, e-blasts, show programs, etc.

#### ❖ **Administration**

- In collaboration with partner schools and programs, schedule teaching artists, interns and AmeriCorps Project YES! member for all residencies, classes, workshops and administrative tasks.
- In collaboration with the Executive Director, oversee the Education program budget.
- Process all contracts and payroll for teaching artists and education interns.
- In collaboration with the Executive Director, aggregate and analyze program data in support of grant reporting for funders and stakeholders.
- Assist with daily administrative duties as delegated by the Producing Artistic Director.

#### **Minimum Qualifications:**

- ❖ Bachelor's Degree in theatre, drama/arts education or related field.
- ❖ At least three years of arts-integration experience a must; classroom teaching experience a plus.
- ❖ Demonstrates clear understanding of curriculum planning.
- ❖ Possesses initiative and is able to monitor workload to ensure efficiency and diligence.
- ❖ Capable of managing a budget.
- ❖ Able to work under pressure, prioritize demands and meet deadlines; willing to assume a variety of assignments and work independently.
- ❖ Able to use Microsoft Windows and Office Suite; knowledge of database software a plus.

**Essential Functions:**

- ❖ Possesses a strong knowledge of and communicates skillfully about the mission of the Settlement and Adventure Stage Chicago.
- ❖ Possesses a strong knowledge of organizational structure, workflow and operating procedures.
- ❖ Work effectively as part of a team.
- ❖ Able to supervise staff, schedule work assignments, and keep an organized filing system.

**Working Conditions and Physical Effort:**

- ❖ Work is normally performed in a typical interior/office work environment.
- ❖ Travel (by foot, car, bus or train) is required to different locations throughout the city where in-school residencies are taking place.
- ❖ The Education Manager is sometimes required to participate in evening and/or weekend programming.
- ❖ Limited physical effort required.
- ❖ Limited exposure to physical risk.

**Evaluation:**

The Education Manager meets weekly with the Producing Artistic Director and Executive Director of Adventure Stage Chicago to assess progress and set goals.