

Director of Education & Community Outreach **Arden Theatre Company, Philadelphia, PA | www.ardentheatre.org**

About the Arden

Founded in 1988, Arden Theatre Company is a professional regional theatre that strives to offer the highest quality theatrical productions and educational programs to the artists, audiences, and students of Greater Philadelphia. Each year, we produce the Mainstage season as well as Arden Children's Theatre, the city's first resident children's theatre. In 2013, we opened the Hamilton Family Arts Center to provide a home for our educational programming, leading to an expansion of both our programming and partnerships. From our productions that reach over 100,000 audience members each year, to our educational outreach programs that inspire and empower 6,000 students in schools across our region, the Arden stands out as a haven for shared stories, an important incubator for the creation of new work, and a place where children are celebrated.

The Arden's education programs include: Arden for All (AFA), our theatre access and education program serving students in grades 3-5; Arden Drama School, our after-school, Saturday and summer camp classes for students in grades pre K-12; the Arden Professional Apprentice (APA) Program, a nationally renowned theatre management training program; and Teen Arden, an immersive access program for Philadelphia-area based teenagers.

In our last full season, 2018/19, the Arden produced seven Mainstage and two Arden Children's Theatre productions, resulting in 503 performances that were seen by more than 107,000 people, continuing to be an important force behind the vitality of the Old City neighborhood and in Philadelphia's cultural landscape.

Position Summary

Arden Theatre Company's Director of Education is a newly created position responsible for overseeing the theatre's extensive educational programming, robust community partnerships and engagement activities, and strong commitment to accessibility. We seek a passionate arts administrator and/or arts educator who will ensure a mission-driven focus to this work and can galvanize participation and collaboration from the many partners, stakeholders and staff members who believe in the power of theatre to foster inspiration and connection.

The Director of Education reports directly to the Producing Artistic Director. The Director of Education is a member of the Executive Management team and works closely with the Managing Director and all other department heads. In addition, the Director of Education is the staff participant in Board Committees and is a member of the Equity, Diversity, and Inclusion Task Force.

Anticipated start date: July 1

Responsibilities include:

- Oversee the direction and expansion of the Arden's educational programming, which currently includes Arden for All (AFA), Arden Drama School, Arden Professional Apprenticeship (APA) program, and Teen Arden.
- Deepen and expand vital educational partnerships with organizations such as Philadelphia Young Playwrights, Camden Creative and Performing Arts High School, and the school districts with whom we work.
- Further the Arden's accessibility initiatives and expand partnerships with other organizations dedicated to advancing access. The Arden currently holds Open Captioned, Audio Described, and American Sign Language (ASL) Shadow-Interpreted performances and will be partnering with Temple University's Institute on Disabilities to pilot Smart Caption Glasses developed by the National Theatre of Great Britain.
- Build and lead the education staff and team which includes Education Associates, Arden Teaching Artists, ASL interpreters, Audio Description facilitators, and Arden Professional Apprentices. Oversee performance objectives and goals, regularly review performance, and provide professional development and training opportunities to cultivate staff skills and expertise. Actively and positively interact with all the company's departments creating a collaborative environment within both the department and the company.
- Partner with the Artistic department on audience engagement programming such as post-show discussions, moderated Audience Conversations, and pre and post-show student engagement initiatives to advance the Arden's commitment to fostering learning and connection for audiences of all ages. In addition, oversee educational content for all department materials such as study guides, Arden Children's Theatre stagebills, and Teen Arden College and Career Fair materials.
- Partner with the Development department to steward program-specific donor relationships, including the collaborative creation of proposals for institutional funders.
- Oversee the assessment of engagement and educational programming including the creation of assessment tools and the compilation and communication of data to practitioners, partners, and stakeholders.
- Collaborate with the Marketing department in the creation of all educational and engagement materials and communication.
- Working with the Managing Director and Producing Artistic Director, develop the department's budget, expenses, reconciliation, and reporting.
- Foster and maintain local, regional, and national relationships with peers at other cultural, educational, and civic organizations including the Philadelphia Theatre Education Directors' Roundtable, Arts4Youth, and the School District of Philadelphia.

Experience and Qualifications:

Successful candidates will:

- Have five years leadership experience with a cultural organization with a track record of developing engaging educational programming and building successful organizational partnerships. Formal, informal and cross-disciplinary experiences will be considered.
- Be a collaborative relationship-builder and a passionate advocate for theatre, youth, and education.
- Bring new ideas and perspective to our education and engagement efforts and be able to envision how the department and programming might grow with the company. Will have the ability to identify opportunities and navigate change.
- Have demonstrated an ongoing commitment to equity, diversity, inclusion, and accessibility in their past work.
- Be an exceptional leader and collaborator with an ability to engage with a wide range of people, including educators, children, community leaders, artists, and other Arden staff members.
- Have budget management experience and the ability to create and monitor budgets and expenses.
- Have prior programmatic assessment experience and the ability to organize and utilize data.
- Have strong writing and communication skills. Prior fundraising experience is beneficial.
- Be willing and able to work flexible hours/days reflective of the dynamic schedule of a theatre which includes a variety of hours including evenings and weekends.
- Be someone with initiative, creativity, and a collaborative spirit. Must have the ability to work within a fast paced, dedicated management team—rolling up your sleeves must be a favored tactic.
- Express a passion for theatre and the Philadelphia cultural community with a genuine interest in becoming a driver of the Arden's mission and vision.

Compensation

Compensation for this position is \$64,000

The position is full-time/exempt.

The company provides Medical and Disability Insurance, a Flexible Savings Plan, a Defined Contribution Plan, as well as paid vacation, personal, and holiday leave.

Application Process:

Applicants should submit cover letter, resume, and three professional references to:

humanresources@ardentheatre.org

Applications should be received by April 15

Arden Theatre Company is an Equal Opportunity Employer committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, gender expression, veteran status, and any other characteristic protected by applicable law. Applicants from historically underrepresented groups in the theatre field are strongly encouraged to apply.