

Education Administrator

Arden Theatre Company, Philadelphia, PA | www.ardentheatre.org

Position Title: Education Administrator
Department: Education Department
Classification: Full-time Exempt / 40 hour week
Reports to: Director of Education and Community Outreach
Location: On-Site

About the Arden

Founded in 1988, Arden Theatre Company is a professional regional theatre offering the highest quality theatrical productions and educational programs to the artists, audiences, and students of Greater Philadelphia. Each year, we produce the Mainstage season and Arden Children's Theatre, the city's first resident children's theatre. 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 and a vital incubator to create new work.

The Arden has been an important force behind the vitality of the Old City neighborhood and in the Philadelphia cultural landscape. In our last complete season, 2018 / 2019, the Arden produced seven Mainstage and two Arden Children's Theatre productions, resulting in 503 performances seen by more than 107,000 people.

Mission

Arden Theatre Company is dedicated to bringing to life great stories by great storytellers on the stage, in the classroom, and in the community.

Great stories on the stage: We produce a wide range of stories in a variety of styles: classic and contemporary, intimate and epic, fiction and nonfiction, musical and dramatic. Producing the great playwrights allows us to measure ourselves against the masters of our craft while sharing the voices of new writers gives us the opportunity to shape the future of American theatre. We embrace stories for audiences of all ages and bring the same artistic quality to all our work.

Great stories in the classroom: Kids are celebrated at the Arden. We nurture curiosity, creativity, and confidence through our educational programming. We foster connections between theatre and reading and promote literacy for our young audiences. We reach thousands of students each year, introducing many of our region's kids to theatre for the first time.

Great stories in the community: We believe in the power of stories to bring people together. We work to build a vital community of artists who excel creatively through shared experiences and with whom our audiences identify. The Arden strives to be Philadelphia's hometown theatre; we seek community partnerships and collaborations, make our work affordable and accessible, and train the next generation of theatre leaders, contributing to the region's cultural landscape.

Position Summary

The Education Administrator reports to the Director of Education and Community Outreach and is responsible for supporting the administrative needs and duties of the Arden's educational programming and community engagement activities. Arden's primary education programs include: Arden for All, Arden Drama School and Summer Camp, Arden Professional Apprenticeship (APA) program, and Teen Arden. Though this is primarily an administrative position, the Education Administrator will also teach on a limited basis. The position requires evening and weekend hours.

Essential Duties and Responsibilities

- Oversee the Education department's administrative duties, including payroll management for Arden Teaching Artists, tracking financial expenditures and mandatory clearance requirements, organizing and submitting weekly Arden Professional Apprentice (APA) requests, and maintaining the departmental calendar.
- Oversee the administrative needs of Arden for All, including scheduling of Teaching Artists for classroom visits, coordination of group sales tickets with classroom teachers and Marketing Department, coordinating transportation program of busses, purchasing necessary curriculum and program materials, and providing support for the collecting and compiling assessment data.
- Oversee the administrative needs of Arden Drama School, including managing mailing lists, preparing confirmation emails and enrollment sheets, overseeing distribution and collection of evaluation forms and reports, handling front office and administrative duties and classroom preparation and set up.
- Assist with the management of Arden Summer Camp, including the generation of welcome packets and daily administrative duties.
- Provide support to meet the unique operational needs for the Education department's various programs and activities, such as working with House Management during Arden for All Children's Theatre performances, assisting with pre- and post-show student engagement activities, and collaborating with other members of the Education department on Teen Arden events.
- Work with the General Management department on Education department facility management responsibilities, including safety and security issues, scheduling of spaces, and upkeep of facilities to meet operational needs.

Competencies and Experience

Successful candidates will:

- Possess strong communication and organizational skills, be detail-oriented, and be able to manage shifting priorities.
- Have experience and/or interest in arts administration with experience using PC based Microsoft Office Programs (Word, Excel, PowerPoint). In addition, experience as a teaching artist in educational settings is a plus.
- Have the ability to initiate, build trust and maintain positive relationships, internally and externally.
- Be someone with initiative, creativity, and a collaborative spirit. Must have the ability to work within a fast-paced, dedicated team—rolling up your sleeves must be a favored tactic.
- 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.

- Express a passion for theatre in the Philadelphia cultural community with a genuine interest in becoming a driver of Arden's mission and vision.

Other Duties

This job description is not intended to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee for this position. Duties, responsibilities, and activities may change at any time with or without notice.

If hired, candidate must obtain and submit childcare clearances.

Compensation

Compensation for this position is between \$35,000-\$38,000

Arden Theatre Company provides Medical and Disability Insurance, Flexible Savings Plan, 403(b) Defined Contribution Plan, and paid vacation, personal and holiday leave.

The position is full-time/exempt.

Anticipated start date: October/November 2022

Application Process

Applicants should submit a cover letter, resume, and three professional references to humanresources@ardentheatre.org

Application Closing Date: September 23, 2022

Arden Theatre Company has instituted a mandatory COVID-19 vaccination policy for all employees; the successful candidate must provide proof of vaccination prior to beginning work and must agree to adhere to all Arden Theatre Company's safety protocols.

Arden Theatre Company is an Equal Opportunity Employer committed to providing an environment of mutual respect. 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 industry are strongly encouraged to apply.