

New Village Arts
DIRECTOR OF EDUCATION
Job Description

Celebrating 22 years of award-winning professional theatre and thriving education and outreach programs, New Village Arts (NVA) has truly become the cultural hub of North County San Diego.

NVA attracts more than 30,000 patrons each year to experience professional theatre, musical and art events in the heart of Carlsbad Village. In addition to full seasons of plays and musicals featuring some of the best artistic talent in Southern California, NVA hosts talkback discussions and other supplementary events designed to create conversation and cultivate community. New this year, the White Family Next Stage in the Dea Hurston New Village Arts Center presents a series of music and spoken word events throughout the year. NVA offers robust theatre programs in partnership with local schools and strongly believes that theatre and arts experiences should be accessible to all people, becoming a recognized leader in equity, diversity, and inclusion in San Diego.

TITLE: Director of Education (full-time)

REPORTS TO: Executive Artistic Director

POSITION: Full-time; non-exempt. Mandated Reporter.

SALARY: \$50,000 annually, paid on an hourly basis based on 40 hours/week

BENEFITS: Health insurance, 80 hours of PTO annually, 11 paid holidays (9 regular and 2 floating); Retirement plan after 12 months of employment.

SUMMARY: The Director of Education will support the educational programming that is currently offered by NVA, while developing new programming to fully utilize the new Sahn Family Foundation Arts Education Center. All programs will support NVA's mission of creating adventurous artistic experiences to awaken the human spirit. NVA believes that access to arts education is a fundamental right and works hard to ensure that all members of our community have that access.

The Director of Education will be responsible for:

- Continuing the current programming in the Sahn Family Foundation Arts Education Center at New Village Arts
- Creating and developing new education programs that enhance current programs or fulfill community needs for new arts education opportunities
- Continuing the in-school programs THEATRE FRONT TO BACK and Neurodiverse School Tour; creating other programs to respond to community needs

- Reimagining TEATRO PUEBLO NUEVO, including scholarships, community events, classes and outreach;
- Growing the Monday Night Live, Mainstage Players, and Stagedoor Academy programs for teens and young adults with neurodiversity in partnership with NVA's Specialist in Neurodiversity Programming;
- Growing the programs for Senior Citizens, including Mindful Theatre for seniors with Alzheimer's and dementia and the Silver Singers
- Leading student matinees and other programs for students
- Attending staff meetings, opening nights and donor events
- Working with the Associate Artistic Director and Programs Coordinator on the Dea Hurston Fellowship program

Duties/Responsibilities:

- Develops and refines the curriculum of the Education Department
- Acts as the primary point of contact for the Education Department
- Hires, trains, and manages Teaching Artists
- Schedules all programming and ensures proper coverage for classes, tours and performances
- Communicates with the Director of Operations the information needed to complete the Teaching Artists onboarding process
- Establishes and maintains communication with schools and community groups to form partnerships
- Works in conjunction with the Programs Coordinator to schedule programming, communicate with internal and external support partners, and ensure that programs meet objectives
- Conducts outreach to local schools and community organizations
- Manages the Education Department's on-site and off-site program implementation
- Complies with reporting and data requirements for grants and mandatory reporting requirements for working with minors
- Maintains strong data collection for outcomes and program growth
- Collaborates with the Production team to support the props, visual, scenic and tech needs of the education programs
- Works with Marketing team to create public announcements, social media presence, etc. To bring public awareness to NVA educational programs and productions
- Attend staff meetings, department specific meetings, and budget discussions

Required Skills/Abilities:

- Ability to prioritize tasks and delegate when appropriate
- Ability to function well in a high-paced environment where deadlines and priorities change
- Proficient with Microsoft Office Suite, Google apps, or related software
- Excellent verbal and written communication skills

- Strong analytical and problem solving skills
- Ability to work well with a diverse group of people

Supervises: The Director of Education supervises the Teaching Artists and Classroom Assistants within the Education Department and works closely with participants in the Dea Hurston Fellowship program.

Qualifications:

- At least three years related experience required
- Demonstrated experience to perform the job responsibilities outlined above
- Ability to successfully clear a FBI/DOJ background check
- Bachelors Degree or equivalent experience in a related field; Masters Degree strongly preferred

NVA's commitment to Diversity, Equity, & Inclusion

Prioritizing equity, diversity and inclusion (EDI) has never been more important than it is now. New Village Arts continues to increase its EDI initiatives year after year and investigates the work that must be done to create a safe and welcoming space, where all members of our community (residents and visitors) can celebrate theatre and the arts and find themselves in the stories we present on stage and in our classrooms. The Director of Education will partner with NVA to further increase EDI awareness and spotlight inclusion opportunities.

New Village Arts provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religions, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. EOE.