



## EDUCATION & COMMUNITY ENGAGEMENT

### MANAGER OF EDUCATION & COMMUNITY ENGAGEMENT

The Geffen Playhouse is looking for a dedicated artist educator who believes in the power of the arts to transform lives; can design, deliver, and monitor high quality programs in theater; is open to collaborating on and coordinating multiple projects; and wants to grow professionally. The full-time position reports to the Director of Education & Community Engagement.

#### Mission

The Geffen Playhouse is a nonprofit professional theater arts organization, formally affiliated with UCLA, that is dedicated to enriching the cultural life of Greater Los Angeles through plays and educational programs that inform, entertain and inspire.

#### Education & Community Engagement

The Geffen's education and community engagement programs provide underserved young people and adults the opportunity to attend plays and experience how theater can enlarge their understanding of themselves, others, and the world. Actively exploring the plays' themes and how theater is created and presented helps them connect to the plays in meaningful ways and experience new avenues of self-expression. Wherever needed, activities also strengthen learners' comprehension, writing, and speaking skills. As much as the Geffen aims to contribute to the well-being of students and community members, it also believes they bring unique perspectives to the work and seeks to align its programs with their aspirations.

#### Primary Responsibilities

- Work closely with the Director of Education & Community Engagement to design, coordinate, oversee, and monitor education and community engagement programs and events at the Geffen Playhouse and at various schools and organization throughout Los Angeles
- Collaborate with Geffen staff who also serve as education team members; serve as a liaison with all education program team members and community group leaders
- Help design and deliver school-based and community engagement sessions as a teaching artist

### Primary Responsibilities Cont'd

- Conduct research for and coordinate the publishing of study guides created for students and community groups
- Administer programs: create and maintain the master schedule of all education and community engagement programs and events; communicate with other departments to coordinate student matinees and other events; arrange and document meetings; oversee the development and printing of written materials; secure supplies for programs

### Qualifications

- At least 5 years' experience as a professional theater artist — playwright, actor, and/or director
- At least 5 years' experience as a teaching artist in theater: passionate about empowering learners of all ages as playgoers, creators, critical thinkers, communicators, and community members; knowledgeable about the artistic, historical, and cultural facets of theater and how they are articulated in K-12 CA Theatre Standards; can design, facilitate, and assess learning experiences in theater, as well as pre- and post-show sessions for those attending plays at the Geffen; has taught at the secondary level and is sensitive to school cultures; open to exploring how learning in theater can support literacy development, per the Common Core ELA Standards, and be integrated with other disciplines; can work effectively with and provide professional development to K-12 classroom educators; open to being coached by the Director of Education & Community Engagement to refine practice
- At least 5 years' experience in developing, delivering, coordinating, and monitoring theater education programs for K-12 students and community groups
- At least 3 years' experience working in an office setting, preferably at a non-profit organization or as an arts administrator
- Exceptional organizational abilities, initiative in carrying out and completing time-sensitive projects, and attention to detail, in a fast-paced working environment
- Outstanding interpersonal, collaborative, and oral and written communication skills; working knowledge of Word, Excel, and Outlook programs
- The capacity to be a gracious, resourceful, upbeat team player, under pressure

## Education

B.A. or B.F.A. required; M.F.A. or M.A. preferred.

## Time & Transportation

**Start Date:** September 1, 2015

- Must be available to coordinate/support events on some evenings and weekend days
- Has own transportation to travel to and from school sites and organizations in various communities, including but not limited to: East Los Angeles, South Los Angeles, Westchester, San Fernando Valley

## Salary & Benefits

Salary is commensurate with experience.

The Geffen Playhouse offers full medical, dental, and vision benefits to full-time salaried employees, at a minimal cost to the employee, and a \$25K life insurance policy. It also provides paid government holidays; 4 paid personal days; 10 paid sick days; 2 weeks vacation time (to start).

## Application Instructions

Please send a cover letter that includes why you are passionate about arts education, your resumé, and three professional references to [EducationManagerApplications@geffenplayhouse.com](mailto:EducationManagerApplications@geffenplayhouse.com).

**Deadline:** June 29, 2015. No phone calls, please.

**Candidate Expectations:** Qualified candidates will be interviewed, and observed teaching, if possible. **Must be able to attend a 3-day Professional Development Intensive July 28, 29 & 30, 2015.**

The Geffen Playhouse is an equal opportunity employer and will not unlawfully discriminate regarding any employee, applicant, intern (paid or unpaid), or volunteer. It is a policy of the Geffen that employment shall be based on merit, qualifications, and competence.