



Job Description - Education Coordinator

Job Summary: The Education Coordinator's key mission is to support the day-to-day functioning of Youth Theatre's Academy of Performing Arts and educational activities. This individual will provide communication to students and parents, database management, educational material preparation, and work to ensure the highest quality experience for Youth Theatre's educational offerings.

Responsibilities & Duties: The following list provides an overview of the Education Coordinator's expected duties and responsibilities. As the organization grows and evolves, responsibilities may be added, modified, or removed.

- Oversight of educational programming offered, including but not limited to classes, camps, and community outreach programs
- Serve as a primary point of contact for Academy inquiries and registration assistance
- Create, execute, and maintain contracts and payments for Teaching Artists
- Coordinate and book private lessons for Academy private coaching offerings
- Compile financial aid applications and track all educational scholarships
- Assists with educational preparation including printing class materials, preparing folders, rosters, sending Academy communications, and preparing the physical classroom/s for educational activities
- Offers phone and database support during high registration times
- During class sessions, the Education Coordinator will be on-site to support Teaching Artists, students, and families including nights and approximately 20 weekend dates
- Coordination of educational materials and school show performances
- Communicate with K-12 educational institutions and teachers to share opportunities to attend a performance or participate in a workshop experience
- Opportunity to serve as Teaching Artist for select classes, camps, and/or workshops
- Work with Executive Director and Artistic Director to develop new educational programs focused on theater arts



- Attends weekly staff meetings
- Works Fort Wayne Youth Theatre events and performances as required
- Reports to Executive Director and works closely with Artistic Director
- Performs other duties and responsibilities as assigned

Skills & Competencies:

- Bachelor's degree or equivalent work experience
- Experience working in an educational environment required; arts education a plus
- Excellent interpersonal and customer service skills
- Independent thinker with strong propensity to figure things out on their own
- Strong communication skills, both written and verbal
- Demonstrated proficiency in Microsoft Office and Google Suites
- Ability to manage multiple projects, schedules, and deadlines
- Must be able to work with a team as well as independently
- Familiarity with standard office equipment
- Applicants should have a flexible attitude towards a fast-paced, ever-changing work environment
- Ability to travel independently throughout Youth Theatre's service region

Compensation & Benefits:

This is a year-round, part-time, non-exempt position. Pay range is \$20-22 per hour, 15-20 hours per week, and is commensurate with experience. This position offers potential for future growth based on performance. Weekend work hours are required as aligned with Youth Theatre's Academy of Performing Arts schedule.

To Apply:

Send resume, cover letter, and three references to heather@fortwayneyouththeatre.org with "Education Coordinator" as the subject line. No phone calls please.



About Fort Wayne Youth Theatre

Our Mission: The Fort Wayne Youth Theatre educates, engages, and entertains regional youth and families through theatre arts.

Our Vision: A community enriched by generations of young people who will grow up experiencing life with confidence, creativity, and an appreciation for the arts.

Our Values: Youth Theatre's values are practiced by the organization in our day-to-day work and are passed on to participants. Youth Theatre's core values include a commitment to: Accountability, Excellence, Inclusiveness, Innovation, Integrity.

Fort Wayne Youth Theatre is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.