

CREEDE REPERTORY THEATRE

your theatre, always

Education Assistant

Reports to: Education Director

Supervises: YAOT Stage/Tour Managers

Job Type: Seasonal, Salaried, Exempt

Ideal Contract Dates: March 4st through November 22nd

Essential Duties and Responsibilities

- Assisting with the Young Audience Outreach Tour (YAOT)
 - Marketing to schools and Performing Arts Venues
 - Contracting and booking schools
 - Facilitating communication with schools
 - Assisting in the development of study guide
 - Help prepare a school package for teachers
 - Work with Production Manager on travel and production elements
- Assisting with the KID Show
 - Wrapping up registration content in prep for 2019
 - Compiling evaluation forms
 - Updating participation list and contact info
- Assisting with Summer Day Camps
 - Wrapping up registration content in prep for 2019
 - Compiling evaluation forms
 - Updating participation list and contact info
- Assisting with Community Outreach/ Workshops & Residencies
 - Assist with booking workshops and residencies
 - Contracting and booking schools
 - Keep clear communication with schools
 - Market to potential schools or arts venues
- Participate in any special company functions or publicity functions required by CRT.
- Perform any other reasonable duties as assigned by your supervisor or staff supervisor that should be necessary to meet the needs of CRT and your department.

Qualifications, Experience and Skills

- Minimum two years of education experience, minimum two years of experience with Young Audience programming.
- Have the ability to use Microsoft Office and other office software.
- Have strong leadership abilities and be able to lead a diverse team of professionals.
- Must have strong organizational, communication and interpersonal skills.
- Show enthusiasm to work and create a respectful, inclusive and fast pace environment.
- Must be able to lift 50 pounds' safely.

About Creede Repertory Theatre

Founded in 1966, Creede Repertory Theatre (CRT) is a professional theatre company located at 9,000 feet in a spectacular location in the San Juan Mountains of Colorado. The historic town of Creede offers beautiful mountain views, hiking trails and stunning campsites. Each season, CRT produces 7-10 plays

in rotating repertory, hosts numerous musicals events and concerts, develops new works through the Headwaters New Play Program, and creates nationally recognized educational programs. As part of its values, Creede Repertory Theatre is dedicated to Equity, Diversity, and Inclusion in every aspect of the company and is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

How to Apply

To apply for this position or any other production position at Creede Repertory Theatre, visit www.creederep.org/work-at-crt/ between November 1st through February 15th. Please no phone calls.