

CREEDE REPERTORY THEATRE

your theatre, always

As a cultural home for artists, residents, and visitors of the West, Creede Repertory Theatre will create a diverse repertory season of plays, new works, and dynamic education programs.

Job Title: Education Director

Job Summary:

The Education Director of Creede Repertory Theatre is responsible for the artistic quality and administration of CRT's educational programming, maintaining meaningful relationships with local schools and students, supporting the Development Office with fundraising efforts for education programs, and working closely with the Artistic Director on strategic planning and implementation of future projects.

Responsible To: Artistic Director and Executive Director

Compensation: \$35-40K + Health Insurance, PTO, and Professional Development

Apply: Send cover letter and resume to Cassie Rhafir, Human Resources and Operations Director at cassie@creederep.com

Key Responsibilities

Young Audience Outreach Tour (two tours September – November annually)

- Oversee new play commission with playwright and composer
- Ensure developmental appropriateness for students (K-6) and alignment with core content standards
- Market program to schools throughout the Southwest
- Book performances in schools (focus on rural and underserved)
- Oversee all travel arrangements of touring company
- Supervise Tour Manager on touring duties
- Maintain meaningful, strong relationships with tour schools
- Manage conflict within the touring company
- Create and implement evaluation methods to ensure future programmatic growth

Summer Day Camps/Workshops & Outreach

- Design day camp curriculum alongside teaching artists
- Promote day camps and workshops to parents, students, and audience members
- Hire, train, and supervise teaching artists
- Serve as a teaching artist when needed and appropriate
- Oversee registration of participants

- Create and implement evaluation methods to gather student input and guide future decisions
- Maintain a safe space for students and teachers to do excellent work
- Develop and Oversee Artist Residencies in Creede Schools

The KID Show, Summer Youth Theatre Program

- Direct or hire director for The KID Show, Summer Youth Theatre Program
- Commission a new play or story adaptation and/or devise the play alongside students
- Hire a professional team of technicians and artists to mentor students in the design/build process of theatre-making
- Oversee registration/recruitment of participants and maintains open communication with parents/guardians
- Maintain a safe space for students and professionals to collaborate effectively

Internship/Fellowship Program

- Manage CRT's internship program
- Responsible for conceiving, developing, and implementing the artistic vision and focus of CRT's internship program
- Hire interns in collaboration with the Artistic Director.
- Supervise, oversee and evaluate seasonal interns
- Create, implement, and communicate any special intern activities or classes
- Create and manage the budget for the internship program

Fundraising

- Assist the Development Manager with writing grants for the education department
- Assist the Development Manager in soliciting funds from individual donors, foundations, and other organizations
- Cultivate and steward relationships with past and potential donors

Creede Repertory Theatre Team Member

- Serve as a member of the administrative team
- Commit to CRT's Equity, Diversity, and Inclusion initiative and work within your department to implement these values in every aspect of the company
- Participate in the betterment of CRT's facilities and buildings, as needed
- Attend required special events, performances, and meetings, including all Board, staff, and assigned committee meetings
- Show enthusiasm to work and create a respectful, inclusive and fast pace environment
- Adhere to CRT's community values of Respect, Communication, Listening, Courage, Problem Solving, Collaboration, and Equity
- Engage meaningfully with the community of Creede

Other Duties as Assigned

Disclaimer:

This job description is only a summary of the typical functions of the job, not a comprehensive list of all job responsibilities, tasks, and duties.

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. CRT's award-winning company produces quality productions from May through September. 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.