



Director of Education

Organizational Overview

Penobscot Theatre Company is a nonprofit regional professional theatre company in Bangor, Maine. Our mission is to produce high-quality, professional theatre works and programs that inspire the imagination and cultivate a lifelong passion for the art form. For more information, please visit our website at www.penobscottheatre.org.

Dramatic Academy

Through our signature Dramatic Academy, Penobscot Theatre Company offers a progressive, year-round program of youth instruction with public performances; school-based workshops; student matinees; a young adult performance conservatory; and adult classes covering a range of topics. The mission of Dramatic Academy is to inspire innovative thinking, build community, engage imagination and foster a life-long relationship to theatre through outstanding educational and artistic programming.

We believe that every individual has worth. We employ a diverse pedagogy to broaden access and encourage participation in and enjoyment of theatre. We believe that theatre education is a fundamental part of an individual's educational journey. We believe in seeking out and amplifying diverse voices. We are committed to maintaining a supportive, compassionate, safe and respectful atmosphere.

To create theatrically rich opportunities for all ages, we:

- Employ varied learning strategies to engage multiple intelligences.
- Lead students to explore, reflect upon, empathize with and better understand the world around them.
- Teach theatre skills that help develop voices, bodies and imaginations.
- Encourage self-discovery and promote confidence and a sense of adventure.

The director of education works closely with the producing artistic director to ensure mission-alignment but is personally accountable for program development and implementation. The role requires initiative, independent judgment, compelling artistic vision, strong administrative leadership and experience with students from pre-K through adulthood. This position also requires flexible hours including evenings, weekends and holidays that may exceed 40 hours per week.

Responsibilities

The director education envisions, implements, and oversees Penobscot Theatre Company's Dramatic Academy, including three youth productions during the academic year and seven weeks of full-day performance-based summer youth programming, outreach to schools and other community-based organizations, teen and adult classes, student matinees and corporate training. This individual directs

and teaches, and engages and manages additional staff and volunteers as needed to support the program. The specific responsibilities of the director of education include:

- Developing an annual budget for the education department
- Developing the Dramatic Academy curriculum, including play selection and dramaturgy
- Collaborating with the producing artistic director to create and implement supplementary educational materials and programming to complement productions
- Hiring, training, and supervising teaching staff
- Working with the marketing director and box office manager to develop and implement an effective strategy for promoting, marketing, and booking educational programming
- Serving as chief steward of the Dramatic Academy facility, ensuring security and general upkeep
- Collaborating with the marketing director to develop print collateral for educational programming
- Developing and maintaining a database of schools, individual program registrants and supporters, and cultivating relationships to advance the program’s goals
- Maintaining affiliated Facebook pages and leveraging other online and social networking tools to develop interest, engagement and support
- Writing press releases related to the company’s educational programs
- Ensuring compliance with all child protection policies and public safety regulations
- Representing Penobscot Theatre Company in the media and through personal appearances
- Developing structured evaluation tools and evaluating programs on a regular basis for effectiveness, efficiency, sustainability and the ability to replicate results
- Providing support documentation to development staff in support of funding and evaluation of programs including program needs, changes, challenges, and successes
- Other special projects as identified or assigned

Staff and Reporting Relationships

The director of education reports to the producing artistic director and oversees all teachers, directors and other educational contractors, educational interns and volunteers.

Qualifications and Skills

Candidates must have:

- A Bachelor’s degree from an accredited college or university with general administrative and organizational work experience
- Teaching license or at least four years of teaching experience
- Knowledge of, experience in, and strong passion for theatre
- Excellent writing, oral communication, and presentation skills
- Ability to interact in an effective and professional manner with a wide variety of people, including board, donors, staff, volunteers, and the general public
- Sharp discernment and skill in analyzing data, problem-solving, and decision-making
- Demonstrated ability to develop a budget and adhere to strict spending allowances
- Excellent interpersonal, leadership and problem-solving skills
- The ability to multitask and prioritize effectively to meet tight deadlines in a frequently flexible and fast-paced environment
- Excellent skills of organization and follow-through
- A very strong work ethic and a sense of urgency

Physical Demands

- Ability to articulate and communicate clearly and precisely when giving directions or interacting with staff, contractors, visiting artists, volunteers, students, apprentices and interns, families and patrons
- Ability to manage stress created by personal issues, multiple tasks, deadlines, interruptions and multiple priorities; and to work cooperatively while maintaining a pleasant, professional demeanor
- Excellent hearing and vision
- Strong cognitive skills including
 - Ability to concentrate on complex and fine details with frequent interruption
 - Ability to understand and relate to ideas, generally several at a time, and interpret a variety of needs observed or furnished in written or oral form
 - Memory sufficient to recall significant details over long periods of time to coordinate multiple projects in accordance with defined objectives

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The producing artistic director retains the discretion to add or change the duties of the position at any time. Individuals who work at Penobscot Theatre Company are “at will” employees. A more complete explanation of Penobscot Theatre Company personnel procedures is described in the Staff Handbook.