

## **DIRECTOR OF SCHOOL PARTNERSHIPS**

### REPORTING RELATIONSHIPS:

#### REPORTS TO:

Director of Education and Outreach

#### DIRECT REPORTS INCLUDE:

Educational Programs Associate (2)

#### INDIRECT REPORTS:

Associate Director of Education

#### WORK SCHEDULE:

Full-Time

#### STATUS:

Exempt

#### COMPENSATION:

Commensurate with experience, plus full benefits package

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### **POSITION SUMMARY:**

Under the direct supervision, strategic and conceptual, of the Director of Education and Outreach, the position plays an integral role in ensuring the successful delivery of Center Theatre Group's (CTG) education programs. This position is also responsible for the directing of department efforts to position CTG as a leading contributor to the community-wide efforts to improve the quality and scope of arts education in Los Angeles.

### **PRIMARY RESPONSIBILITIES:**

1. Oversee Program Design and Implementation of School Partnerships
2. Develop long-range strategic goals for education programs, direct and manage successful implementation of CTGs professional development initiatives for educators; and strategic partnerships with selected school and district partners.
3. Develop content for programs serving schools, districts, educators, and students in alignment with department's strategic plan and goals; and in conjunction with other education staff and consultants, such as: School-based Workshops and Residencies Programs; Professional Development Programs for Educators and Artists; Online Resources for Educators
4. Develop program conceptual models, curriculum, written and online materials and lesson plans in conjunction with other education staff and consultants; and in alignment with best practices in the field.
5. Strategically market education programs and services to educational partners and individuals, initiate contact with prospective new schools, districts, educators, youth and students and provides necessary assistance.
6. Supervise the job performance, professional development and workload of the Educational Programs Associates to ensure quality, efficiency and accurate completion of responsibilities.
7. Encourage and build mutual trust, respect, and cooperation among team members.
8. Direct and assist applicable team members in all aspects of program design, implementation, administration and evaluation to provide outstanding programs, materials and services; and guide their work in cultivating relationships with educational and program partners.
9. Work to ensure smooth interface within and between departments; provide guidance to develop and maintain systems and information management tools for education programs.
10. Professionally and enthusiastically represent the organization in communications and manner.

11. All other duties as assigned.

**Secondary Responsibilities:**

1. Initiate communications between departments to improve information sharing, knowledge and understanding the role and value of our department within CTG's overall mission.
2. In conjunction with other CTG Education Staff, field in-coming phone inquiries from interested school/district/participants; identify school/district/participant needs and represents services available.
3. Collaborate with departments dealing with the public to ensure consistent enforcement of CTG standards, policies and service.
4. Work in conjunction with Director, other staff and consultants in developing evaluation and assessment tools and strategies to measure impact of programs and ensure ongoing program refinements.
5. Maintain working knowledge of department budgets, grant development, implementation and reporting.

CTG provides a dynamic working environment in which duties and responsibilities may change. Employees are expected to be flexible and responsive to changes in the scope of their duties. All employees are expected to be familiar with and adhere to Center Theatre Group's Personnel Policies and Procedures.

**QUALIFICATIONS:**

A) Knowledge and Essential Abilities:

- 1) Ability to communicate effectively and create an excellent rapport with people outside the organization, representing the organization to customers, the public, government, and other external sources.
- 2) Must have excellent organizational skills to multitask and supervise complex problems and large-scale tasks simultaneously with strong attention to detail.
- 3) Ability and desire to motivate and mentor others.
- 4) Strong interpersonal skills to work effectively with a wide variety of constituents from the education and artistic community.
- 5) Knowledge of business and management principles involved in strategic planning, resource allocation, leadership technique, production methods, and coordination of people and resources.
- 6) Ability to work independently and foresee, identify, design and/or recommend solutions to needs, issues, and/or problems in the position's areas of responsibility.
- 7) Highly collaborative, curious, creative and values teamwork. Dynamic team-builder
- 8) Ability to identify, develop and strengthen long-term relationships with key school contacts (principals, administrators), educators, teaching artists, and community members in support of successful program implementation.
- 9) Requires creativity and alternative thinking to develop new ideas for and answers to work-related problems.

B) Essential functions:

- 1) Ability to work under pressure in a fast paced environment.
- 2) Ability to sit in workstation, type and work with a computer for long periods of time.
- 3) Able to lift up to 20 pounds for short periods of time.
- 4) Requires being open to change (positive or negative) and to considerable variety in the workplace.

- 5) Must possess a valid driver's license; able to get to multiple locations.
- 6) Able to work a 40-hour week, plus weekends and evenings as needed.

C) Education, Experience and Licensing:

- 1) Minimum four years of management experience in theatre education/arts education with proven expertise in a theatre, arts and culture, education programming and non-profit organization.
- 2) Undergraduate degree required with advanced degree preferred in Theatre, Education, Arts Administration; or equivalent course work and work experience.
- 3) Established experience in theatre/arts curriculum development, standards-based lesson planning, arts integration and assessment strategies.
- 4) Extensive experience with project design/management and demonstrated experience with teaching/learning models.
- 5) An understanding of designing and leading professional development for educators, teaching and coaching expertise.
- 6) Experience with developing multi-year, research-based practice, various evaluation methodologies, and educational reform preferred.
- 7) Advanced knowledge of Microsoft Office including Outlook, Excel, and Word

The above statements describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required by employees in this position.