



## Education and Community Engagement Manager

Status: **Part-time or Full-time Non-Exempt**

Supervisor: **Co-Artistic/Producing Director & Managing Director**

Horizon Theatre Company, a 32-year old, mid-sized contemporary theatre committed to commissioning, development, and production of new work in Atlanta, seeks a part-time (with potential of full time) Education Manager.

**Overview of Duties:** Strategically build new education programs in collaboration with Co-Artistic/Producing Director and Manage current programs including Family Series Holiday Production, Horizon In-School Playwriting Residencies, and the New South Young Playwrights Festival.

### Desired Qualifications:

- BA or higher in theatre, education, or related area
- Strong interest in or background in theatre
- Connections to/knowledge of Atlanta or surrounding area public and private schools.
- Minimum 3 years experience in theatre education, preferably as both a teacher and program administrator for different ages
- Excellent writing and communication skills
- Interest in creative ways to reach and develop new audiences
- Ability to thrive in a fast paced, high pressure environment

Interested candidates should send a letter, resume, contact info for 3 references, a writing sample, and salary requirement to [Jobs@horizontheatre.com](mailto:Jobs@horizontheatre.com). No phone calls. Please put EDUCATION SEARCH in the subject line. Documents attached should be Word compatible or PDF.

### Education

- **Collaborate with Artistic Director to strategically explore, fund, and build new education programming, including the possibility of a teen performance opportunity.**
- Coordinate and manage all details of the **Horizon In-School Playwriting Residency**. Includes:
  - Recruiting partnering teachers in the school and communicating with teachers to determine needs
  - Recruiting playwright teaching artists, reviewing curriculum, ongoing liaison with the teachers at each site.
  - Preparing and maintaining assessment data
  - Preparing program grant materials and reports
- **Produce the annual Family Series** co-production with Atlanta Children's Theatre of *Madeline's Christmas*. Duties include, but are not limited to:
  - **CASTING:** attend all auditions and callbacks and follow up with families to acquire all necessary paperwork for participants.
  - **PRODUCTION MANAGEMENT:** liaison between Spring Mason and Horizon on calendar and schedule management, arranging community engagement events, photo shoots and cast parties; send weekly production email to all families involved with relevant info and requests; coordinate with Development Director to promote family and corporate sponsorships and donations.
  - **VOLUNTEER MANAGEMENT:** act as the direct contact for all parents and families involved in the production; solicit hosts for cast parties; recruit, assign, and schedule all volunteers for backstage and front of house.

- Coordinate and manage all details of the annual **New South Young Playwrights Festival**, including, but not limited to:
  - Contacting playwriting faculty to encourage submissions
  - Reading/scoring all submitted plays (usually 80-100 pieces each year) and maintaining spreadsheet with all applicants' data to aid in selection process
  - Recruiting, interviewing, selecting qualified MFA Mentor applicants
  - Recruiting, interviewing, selecting and managing YPF interns
  - Organizing housing and coordinating airport/bus station pick-ups and drop offs for all out-of-town participants
  - Collaborating with Development Manager to facilitate meal donations and pick-ups
  - Collaborating with Casting and Literary Manger on weekly readings and 5 Minute Plays
  - Coordinating panelists for Playwright and Literary Discussion panels
  - Organizing off-site field trip(s) to other local theaters and general supervision of festival week itself.
- Serve as **Summer Intern Company Director** by managing all aspects of program, including:
  - Promoting the program and recruiting, interviewing, and selecting qualified applicants
  - Coordinate with department heads to determine needs and expectations
  - Manage all schedules, orientations, and contracts
  - Record exit surveys/interviews to assess intern program efficacy and success

### **Apprentice Company**

Assist Marguerite Hannah, Director of Horizon's Apprentice Company, with overall management of the company, including, but not limited to:

- Promoting the program and recruiting qualified applicants
- Maintaining the Apprentice Company page on Horizon's website, including gathering new ensemble's headshots and bios, updating and posting application details, updating images as available
- Attending auditions and interviews for new candidates each spring
- Teaching classes and directing the apprentice company as needed
- Assisting in recruiting and scheduling outside teaching artists to work with apprentices
- Assisting with overall schedule coordination of apprentices (show crew assignments backstage and front-of-house, opening nights, Holiday party, organizing apprentices to participate in community engagement events
- Soliciting and reserving complimentary and/or industry rate tickets for apprentices to attend other Atlanta theaters' productions.

### **Community Engagement**

- Pitch and build relationships with thematically appropriate groups, organizations and associations per production (beginning in 2018)
- Collaborate to develop and execute artistic, educational, and/or networking programs that deepen the experience of the play for audience and raise awareness of connected social issues
- Develop new and diverse audiences through a variety of grassroots and other promotional means
- Create programs that raise Horizon's profile in the community and position us as a community leader and resource.

### **Artistic Support**

- To attend Horizon weekly Staff meetings and Horizon board meetings as needed
- To assist teaching artist with The New School's programs and any office needs as requested