

Education Manager

Job Type: Full Time

Job Department: Education

Reports to: Director of Education & Access Programs



About Chicago Children's Theatre

Since its launch in 2005, Chicago Children's Theatre has cemented its reputation as the city's largest professional theatre company devoted exclusively to children and families. The company evolved out of Chicago's need for high-quality, professional year-round children's programming to match the quality, & significance of theatrical powerhouses such as Steppenwolf Theatre Company, Goodman Theatre, & Lookingglass Theatre. Likewise, CCT has always believed children should be treated as the sophisticated audiences that they are, showcasing high-profile & award-winning talent, inventive production values & compelling stories that challenge, educate & entertain.

Summary of Position

Chicago Children's Theatre has an immediate opening for a talented, passionate, committed Education Manager. This core staff member will be a team member serving the Education department at CCT.

This position is an early-career opportunity to gain exposure and skill development throughout several aspects of our progressive & visionary non-profit arts organization.

This position will collaboratively manage multiple education programs including School Residencies, In-House Classes & Camps, and Professional Development Workshops for Educators.

Below is the list of normal job duties, but it is not exhaustive.

Primary Responsibilities:

Administration of Camps and Classes

- Supervise and manage administrative duties for all Gen Ed classes and camps, including Spring Break camp and Schools Out Day Camps
- In coordination with FOH, manage registration processes and resolve customer service issues as they pertain to Education programming (courses, camps, special events)
- Coordinate and execute neighborhood after-school pick-up
- Greet and engage families on-site before and after class times to foster community
- Set-up classrooms and manage CCT materials prior to classes
- Conduct sign-in and sign-out of students
- Email communication with Gen Ed families, providing policies and procedures prior to classes and camps
- Distribute parent, teacher, and student post-program surveys of Gen Ed programs
- Process payroll for classes and camps in coordination with Director of Education

General Education Residencies

- Create and foster meaningful relationships between Chicagoland schools and CCT
- Conduct school visits and build relationships with principals
- Collaborate with teaching artists to develop and implement unique curriculum aligned with arts and SEL standards
- Provide in-person and remote support for teaching artists and school partners to ensure quality of residencies
- Capture images, quotes, and document for further marketing of residencies

Apprentice Program

- Manage Summer Apprenticeship Program
- Coordinate with Director of Education to provide descriptions for new apprentice postings
- Manage apprenticeship outreach initiatives and hiring process
- Manage and schedule summer apprentices
- Lead apprentices in project-based learning that is mutually beneficial

Teaching & Curriculum Development

- Teach up to 2 classes/residency sessions a semester
- Develop curriculum for untapped age demographics and content areas

Marketing Collaboration

- Coordinate with Marketing department on outreach efforts within the West Loop and in the Chicagoland area
- Coordinate marketing of residencies and classes to CPS and private schools (emails, phone calls, Ingenuity meetings, school visits)

Community Programs Collaboration

- Works closely with the Director of Communications & Events as well as other CCT staff to implement programming engagements with community partners. Examples include Arts In The Dark, CCT Open Houses, Holiday Celebrations, etc.
- Collaborates with partners to create new opportunities for community programs
- Assist as needed with administrative duties of community program event

Knowledge, Skills, & Activities:

We are seeking candidates that have a passion for working with children and their families. Candidates with program management experience, teaching experience, and arts education experience will be prioritized for this position. The hired candidate will be trained and assisted by teachers and staff members at Chicago Children's Theatre who are experienced with our curriculum and programs. Other desired skills include but are not limited to:

- Superior customer service skills
- Excellent communication, problem solving and organizational skills
- Spanish language proficiency (preferred, not required)
- The ability to work extended/irregular hours, including nights, weekends and occasional holidays
- The ability to work with a wide range of internal & external personalities in a professional & congenial manner.
- The demonstrated ability to deal with ambiguous and uncertain situations & take positive actions to ensure the best quality operation is delivered daily.
- A good work ethic.
- An abundant curiosity to learn & a willingness to assist.
- A sense of humor!

Working Environment:

Position may include occasional lifting (up to 50 lbs individually), carrying, pushing &/or pulling, climbing & balancing, stooping, kneeling, crouching &/or crawling.

We are an equal-opportunity employer committed to accessibility and inclusion for all staff, students, and patrons, and priority will not be given to those with the ability to perform the physical tasks listed.

Compensation & Hours:

Full time exempt, mid-to-high \$30k range based on experience plus benefit package including health insurance (currently 70% employer paid with expectation of 100% employer paid within the next 6 months), 401k with partial employer match, and a generous vacation and paid holiday schedule.

To Apply:

Please send a link to a **video-recorded statement of interest** (emphasizing any previous arts education &/or non-profit experience), resume, & compensation requirements to jobs@chicagochildrenstheatre.org. No calls please. The position is immediately available for hire.

Chicago Children's Theatre is committed to equity, diversity, inclusion and justice in our organization and our community, and thus we seek a broad spectrum of employees. We strongly encourage and welcome applicants who are Black, Indigenous or People of Color, as well as those who are from other underrepresented communities. AA/EOE

Chicago Children's Theatre is strongly committed to increasing equity, diversity and inclusion in our audiences, our programs and in all of our hiring for staff, artists, and recruiting of board members. CCT is committed to a future where our theatre is a home for all people, all families, and is truly reflective of our community. We are also committed to providing a work environment that is free from discrimination. CCT prohibits discrimination in employment against any employee or job applicant because of that person's race, color, creed, religion, ancestry, sex, national origin, disability, genetic information, age, sexual orientation, gender identity, gender expression, marital status, familial status, veteran status, status with regard to public assistance, membership in a local human rights commission or any other legally protected status.