

Position: Manager of Community Programs and Accessibility
Supervisor: Director of Education and Community Engagement
FLSA Status: Exempt
Classification: Full-Time

Position Summary

The Manager of Community Programs and Accessibility is responsible for forging relationships with the community, developing curriculum and facilitating engagement programs for an array of collaborative partners. This position will be integral to the expansion of Pittsburgh Ballet Theatre's Education Department which currently engages over 12,000 individuals each year. Through collaborative programming with local school districts and community organizations, PBT's Education Department works in 40 sites across 28 neighborhoods expanding our reach in tandem with PBT's facility expansion in the Strip District.

PBT is dedicated to providing accessible and equitable opportunities for all and continues to expand programming to connect with and engage the community in an authentic and meaningful way. The education team is also newly involved in the field of movement research to extend our knowledge on the integration of the mind and body and the importance of this connection to overall health and wellness. This role will assist in supporting the overall growth of the department in key areas of accessibility, equity and inclusion as PBT continues to develop innovative programs designed to expose and engage individuals in the benefits of movement.

Accountability

The Manager of Community Programs and Accessibility reports to the Director of Education and Community Engagement.

Primary Objective

Develop and facilitate engagement programs that reflect the mission of broadening access and opportunity to the art form.

Position Responsibilities

Advances existing partnerships and forges new relationships with community organizations and local school districts.

- Advance strategic alliances with partners and engage in collaborative efforts throughout the community
- Assist with the coordination of pre-kindergarten and K- 12 movement programming with local school districts
- Manage the cultivation, development and implementation of creative content to address the wants and needs of community partners
- Present opportunities to collaborate in innovative ways with new and existing partners

Seek opportunities to broaden PBT's reach and provide equitable and accessible engagement programming

- Manage accessibility programs: Adaptive Dance, Dance for Parkinson's, Sensory-Friendly Performances, dance for those in the early stages of Alzheimer's disease etc.
- Assists in the coordination of the Community Youth Scholarship Program, part of PBT's mission to broaden access to ballet
- Utilize existing resources and community input to identify areas for meaningful action (ie. healthy aging)
- Identify and collaborate with local organizations to advance PBT's diversity initiative

Facilitates engagement programs and oversees implementation of high-quality curriculum and instruction

- Manage and support curriculum implementation with teaching artists, dancers and community partners
- Innovates program content for use in curriculum for students of all abilities
- Contribute to the development and refinement of educational materials (resource guide, teacher materials, children's guides, etc.)
- Coordinate program promotional material with PBT's marketing team

Assess and evaluate education programming

- Recommend progress benchmarks and develop appropriate tracking measures to assess and evaluate programs
- Identify opportunities to maximize efforts of equitable and accessible education programming
- Assist in developing and reporting program objectives to grants manager and director of development

Qualifications

Bachelor degree in education or similar field required.

Experience as an educator or instructor required.

Artistic training as an artist or performer in dance is highly desirable.

Knowledge and interest in somatic practices and other innovative mind body practices suitable across the lifespan.

Management experience required.

Proven record of coalition building.

Demonstrated growth in responsibilities throughout career.

Essential Skills and Experience

- Entrepreneurial spirit
- Ability to manage and organize multiple projects
- Strong communication and ability to foster relationships
- Collaborative leader that is flexible in work approach
- Authentic intentions when developing programming and curriculum
- Planning and organizational skills
- Strong interpersonal skills
- Computer literacy; proficiency in MS Office and G Suite

- Must be able to work occasional evenings and weekends
- Regular and reliable attendance

Physical Demands and Work Environment

This demands of the position change on a daily basis and requires sitting at a desk and working on a computer. The position includes periods of driving to off-site meetings, and a personal vehicle is strongly recommended. For special events and community programs, lifting and carrying materials (less than 50 pounds) is often required.

Accommodations to these physical demands and work environment can be made as long as the person in the position still completes the essential functions of the job.

Hours of work: Usual working hours are 8:30 a.m. – 5:00 p.m. Monday to Friday. This role will also require some local travel as well as night and weekend work. Work week hours will be adjusted upon mutual agreement between employee and employer.

This job description does not create a contract or guarantee regarding any term or condition of employment, including job duties. The PBT reserves the right to change, modify, amend or enhance the job duties of any employee in response to operational, fiscal and/or departmental demands.

**To apply, send cover letter and résumé to sswartz@pittsburghballet.org.
No phone calls please.**