

Pittsburgh Ballet Theatre

Director of Education and Community Engagement

JOB DESCRIPTION:

The Director of Education and Community Engagement is responsible for overseeing a department charged with achieving the broadest possible public involvement, fluency and engagement in the ballet arts through a portfolio of Pittsburgh Ballet Theatre's (PBT's) existing and new programs.

PRIMARY OBJECTIVES:

Through programs developed and facilitated by the Education department, the Director of Education and Community Engagement ensures attention to and fulfillment of the organizational mission around community engagement initiatives. In addition, the position ensures that programs reflect and illustrate PBT core values, including **respect** of all participants in the art making process, **collaboration** between stakeholders, and **innovation** in program content and delivery.

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.

JOB RESPONSIBILITIES:

- Oversees the facilitation of educational programs for various sectors of the community
- Works closely with PBT staff and the community to advance PBT's commitment to diversity, inclusion and equity
- Advises leadership on strategies that foster and expand an equitable and inclusive institutional culture
- Oversees and supervises the education department staff
- Develops and builds relationships with key stakeholders in education department
- Coordinates development and marketing materials applicable to education department

Oversees the facilitation of educational programs for various sectors of the community

Programs for the Community

- Oversees community programming, ensuring programs are accessible and inclusive in collaboration with the Manager of Community Programs and Accessibility
- Monitors the development of a menu of enrichment programs to engage and deepen audience experience at theatres (curtain talks, meet the artists, audience production guides, etc.) in collaboration with the Manager of Audience Education and Archives.

- Develops and formats age appropriate units of study around specific repertory works and artists in coordination with key strategic partners.

Programs for Schools and Educators

- Oversees and ensures the quality and effectiveness of sequential, syllabus-based dance and movement programs for youths from preschool through grade 12.
- Facilitates research to test the efficacy of programming through surveys and pre- and post-tests.
- Oversees and maximizes the community impact of instructional programs that bring artists, student performers and teaching artists into a variety of settings including schools, local community centers, and other venues.
- Facilitates professional development opportunities for educators and advocates of PBT.
- Coordinates student matinee and complementary education programs with the Group Sales Manager.

Programs for PBT School Students

- Oversees the Community Youth Scholarship program, in collaboration with PBT School staff.
- Oversees the implementation of a college-based program in collaboration with Chatham University.
- Seeks new opportunities to develop programming to support PBT School students.

Oversees and supervises the Education department and its personnel

- Creates and monitors the yearly education budget.
- Attracts, retains and deploys talented teaching artists, instructors and performers within the organization.
- Organizes the yearly plan to implement all education programming to achieve set goals of the organization.
- Tracks and monitors progress of all programs to ensure outcomes are achieved and properly reported.

Develops and builds relationships with key stakeholders in Education department

- Advances strategic alliances with community partners including schools, libraries, corporations and others. Manages content creation and deployment of artistic programming at venues.
- Works with the Board and education committee to further develop and engage PBT's stakeholder base.

Coordinates production of development and marketing materials applicable to Education department

- Provides guidance and support to grants manager to maintain current funding and seek new funding sources specific to the educational and community engagement programs.

- Works closely with the marketing department to coordinate messaging and materials to reinforce the PBT brand in all educational activities.
- Develops and produces accessible and informative collateral materials, print, electronic and web-based, that provide context, increase relevance and excite interest for current and future PBT audiences.

QUALIFICATIONS AND ESSENTIAL SKILLS:

Education and/or Work Experience

- A degree in Arts Education, Education Theory or related field is required. Masters level preferred.
- Experience as an educator or instructor required.
- Artistic training as an artist or performer in dance or is music highly desirable.
- Management experience and a proven record of coalition building required.
- Minimum five years of experience with increasing levels of responsibility and demonstrated leadership in a director or associate director position in a cultural arts institution is highly desirable.

Skill Sets

- Entrepreneurial spirit and self-starter
- Project management
- Relationship building
- Communication
- Supervisory

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

This demands of the position change on a daily basis but often require sitting at a desk and working on a computer. The position may include 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.

CONCLUDING STATEMENT:

This job description is intended to convey information essential to understanding the scope of the job and the general nature of the environment, and level of work performed. This is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions within the job.

TO APPLY:

Interested candidates should send a cover letter and resume to Shelly Swartz at sswartz@pittsburghballet.org. No phone calls please.