



**Children's Theatre of Charlotte
Director of Education
Position Announcement**

We create exceptional theatre experiences, inspiring generations to explore the wonder of their world.

Children's Theatre of Charlotte (CTC) is proud to be an organization where a diverse mix of talented, committed, and enthusiastic people gather to do their best work. As we inspire generations to explore the wonder of our world, we desire to see the diversity and amazing, expanding tapestry of this world and community reflected in all our programming, behind the scenes, and in our team members, board, and volunteers.

WHAT WE DO...

Children's Theatre of Charlotte is driven in the belief that there is power behind simple acts of kindness. Throughout our work, staff, patrons, and community, we strive to spread kindness wherever we can and to encourage children to act kindly toward others. CTC has grown to become a national leader in Theatre for Young Audiences. We serve nearly 250,000 young people and families throughout North and South Carolina and are dedicated to creating vibrant and engaging theatre experiences, both on the stage and in the classroom. Our education programs serve children ages 2-18 in creative drama, acting and musical theatre focused tuition-based classes, as well as in schools, after-school programs and with community partners across the Charlotte region. With a focus on process, our goal is to teach life skills through theatre skills and help those who wish to pursue the craft of theatre to hone their skills and find their artistic voice.

WHAT YOU WILL DO...

Our Director of Education is equal parts strategic visionary and detail-oriented project manager. This is the perfect opportunity for a team-oriented collaborator, active and compassionate listener, bridge builder and a champion for theatre education. This position plays a critical role in developing, driving, and leading our education initiatives through hands-on oversight of operational, marketing, development, and fiscal aspects of the education programs. As an ambassador and advocate for CTC, our Director often serves as CTC's representative and spokesperson, developing key community, state, and national relationships in the theatre education arena.

The ideal candidate is a leader with a passion for our mission and for our purpose and place in the arts sector and in the fabric of the Charlotte region. The Director is motivated by CTC's commitment to develop culturally rich and dynamic programs on our stages, in our classes and within our community.

Lead, Direct and Manage our Theatre Education Programs and Strategy

- Overall responsibility for maintaining the integrity and quality of all CTC's education programs including School of Theatre Training (SOTT), Summer Camp, Residencies, Onstage, Communities in Partnership, and Minicamps.

- Build, manage, track, and report the education department budget. The 2023-24 fiscal year revenue is anticipated to be \$1.03 million, with expenses around \$775,00. Must be expert in utilizing spreadsheet applications to construct the budget, analyze data and present information.
- Develop, oversee, and drive all Education Department curriculum.
- Recruit, hire, lead, manage, supervise, assess, and reward the regular, full-time education department staff. Final approval of teaching artists' hires. May observe teaching artists in class and provide feedback.
- Oversee development of educational materials, student/program evaluations and teaching artist assessment tools. Oversee the development of show resource guides and other educational supplementary materials as needed.
- Serve as lead and point person for OnStage, including selecting scripts, selecting directors and show staff, scheduling auditions, rehearsals and shows.
- Develop theatre education professional contacts locally, regionally, and nationally. Foster relationships with community organizations and regional public and private schools.
- Serve as the Education Department representative when collaborating with the Artistic Team.
- Perform other duties as assigned to support CTC.

Senior Leadership Team Member

- Take an organizational view of key challenges and opportunities from a strategic planning standpoint, adding insight and ideas.
- Work in tandem with other senior leaders in support of the mission of the Theatre.
- Create a positive and collaborative relationship between the Education Department and all other departments.
- Demonstrate a commitment to diversity, equity, inclusion, and access throughout the organization with policies and practices that foster transformative change.
- Supports the Mission Statement and Core Values of Children's Theatre of Charlotte.

Shared Programming Team Member

Children's Theatre of Charlotte is in partnership with the Charlotte Mecklenburg Library (CML). We share a building called ImaginOn that houses both CML's children's library and the Theatre. There are two shared staff members who facilitate programming at ImaginOn and serve both organizations. The Director of Education represents the Education Department on the Shared Programming Team and supports shared activities.

REPORTING RELATIONSHIP

The Director reports directly to the Artistic Director, serves on the Senior Leadership Team and supervises three regular, full-time staff members. Children's Theatre of Charlotte has a dual management structure with the Artistic Director and Managing Director serving as our executive leaders, with both reporting to the Board of Directors.

WE WOULD LOVE TO HEAR FROM YOU IF...

- You have the passion and enthusiasm for the mission and vision of Children's Theatre of Charlotte and a strong desire to be fully engaged in the Charlotte, North Carolina, and Mecklenburg County community.

- You demonstrate and value transparent, collaborative, empowering, consistent and confident leadership. You are driven to work with and alongside others and, as a team leader, you make others feel like important contributors. Most importantly, you treat others with respect, kindness and dignity and are sensitive to the team members' unique needs and to their "motivators".
- You have proven administrative skills to manage complex projects and juggle multiple priorities. You should be an expert in Google Workspace and Microsoft Excel/Google Sheets, as well as demonstrate interest in learning new computer programs.
- You have strong analytical and critical thinking skills, with demonstrated consistent, timely, sound judgment, decision making and keen attention to detail.
- You thrive on directing, inspiring, managing, mentoring, and motivating staff toward common goals and objectives.
- You are a fiscally responsible leader who can work within an approved budget while keeping an eye on opportunities to reduce expenses or enhance revenue. You can lead and achieve good stewardship of organizational resources.
- Ability to work with diverse personalities and workgroups including outside educational institutions and youth of all ages.
- Unwavering commitment to equity, diversity, and inclusion. Able to lead through a lens of equity, cultural awareness, and sensitivity.

Other Qualifications

- Bachelor's Degree in Theatre Education, Arts Management or related field or commensurate professional experience. Experience in Arts Education, Arts Outreach or related fields is a plus.
- Willing to maintain a flexible work schedule to meet the demands of the position.
- Excellent written, verbal, and public speaking skills.

COMPENSATION AND BENEFITS

The salary range for this position is \$65,000 to \$68,000 along with a benefits package that includes paid time off; medical, dental, and vision insurance, disability, life, 403(b) retirement plan, reduced class/summer camp fees and free show tickets.

APPLICATION PROCESS

Please submit your résumé and a cover letter (ideally in one document and **in PDF format**) to Carolyn Lugo-Allred, Human Resources Manager at carolyna@ctcharlotte.org. Application review will begin immediately and continue until the Director of Education is selected. Anticipated start date is July 10, 2023.

In your cover letter, we ask you to include the following:

- How will your gifts, talents, life experiences, and abilities contribute to Children's Theatre of Charlotte's mission as well as the responsibilities and qualifications stated in this position announcement.
- Please include 3-5 core values you hold *that are most important to you* and how they might impact your work at Children's Theatre of Charlotte.