



## Education Coordinator Job Description

The Education Coordinator is responsible for

- Planning, staffing, booking, promoting, and evaluating all Theatre School programs
- Monitoring the budget, payments, and educator invoicing for all Theatre School programs
- Coordinating the production-related in-school education programs and resources including After School Drama and Playlinks Programs
- Working with Educators on program delivery
- Serving as the primary contact for parents, schools, and other stakeholders

This is a contract, part-time position which

- reports to the General Manager on finances, fund development, and scheduling;
- reports to the Artistic Director on educator recruitment and training, curriculum development, and program delivery; and
- works in partnership with the Sales Manager on sales, promotions, and communications of Theatre School programming.

In the 2023-2024 Season, Carousel Players will offer the following Theatre School and in-classroom drama education programs:

- After School Drama Programs
- Saturday Drama Classes
- March Break Drama Camps
- Dungeons & Dragons Adventures
- PD Day Camps
- Playlinks workshops

POSITION RESPONSIBILITIES include but are not limited to:

Theatre School Program Delivery

- Work with Artistic Director and Educators to update program curricula as needed
- Manage program registration and information delivery to parents/guardians/caretakers
- Collect media releases and other waivers from parents/guardians/caretakers
- Regularly inventory Theatre School supplies to maintain necessary stocks
- Prepare and/or purchase materials for programs
- Be on site at the Carousel Players Arts Education Centre for Saturday Drama Classes (9am-1pm) to support Educators during program delivery

Other Program Delivery

- Coordinate the creation of production-related Educator Resources (eg study guides)
- Coordinate the selection and training of educators for Playlinks in-school workshops

#### Schools / School Boards / Other Venues

- Coordinate program spaces
- Travel to and work with schools and other venues to promote programs

#### Educator Supervision

- Work with the Artistic Director to plan and implement Educator recruitment process
- Organise, attend, and/or conduct Educator training and orientation sessions
- Arrange Educator vulnerable sector checks as necessary
- Ensure all Educators submit invoices in a timely manner and work with General Manager to confirm all Educator fees are paid at the end of each term
- Attend a sampling of program sessions to evaluate Educator performance
- Supervise Theatre School co-op students or interns, including assessments

#### Promotions and Communications

- Work with Communication Coordinator to prepare Theatre School e-newsletter and maintain newsletter contact list
- Work with the Sales Manager to promote programs on social media, and to prepare and distribute promotional print materials
- Work with community partner organizations to match students with bursary spots

#### Program Evaluation

- Prepare, distribute, collect, and analyse all evaluation materials for programs
- Document programs – photo, video, student and adult feedback
- Prepare final reports on each program type including statistics and feedback
- Work closely with the General Manager to work within the Theatre School budget