

Lantern Theater Company

Job Description – Education Director

Reports To:

Artistic Director

Job Objective:

The Education Director will design and implement all youth educational programming at Lantern Theater Company including in-school residencies, student matinee programming, after school activities, master classes for teaching artists, and any additional programming which falls under the umbrella of containing youth educational content. The Education Director will serve as the liaison between Lantern Theater Company and The School District of Philadelphia as the company engages local students in the world of theater. Additionally, the Education Director will complete other functions as assigned to advance the mission of *Illumination*.

Job Responsibilities Include:

- **Education in Schools**
 - Plan, schedule, and implement all in-school residencies throughout the academic year
 - Interview, hire, train and supervise all Lantern Theater Company's Teaching Artists
 - Create corresponding lesson plans for each residency
 - Serve as primary contact person for all school and cooperating teachers
 - Track and monitor student progress through requisite classroom teacher reporting and teaching artist feedback
- **Education at Theater (Youth)**
 - Plan, schedule, and book all student matinees
 - In conjunction with Marketing Director, develop and implement a plan for promoting student matinee series
 - Moderate all Q & A Talk Back sessions after student matinees
 - Serve as primary contact person for all schools and cooperating teachers
- **Education for Teaching Artists**
 - Plan, schedule, publicize, and implement two master classes per season for area teaching artists
 - Interview, hire and supervise all instructors at master classes
 - Serve as primary contact person with our collaborative partners at After School Activities Partnerships (ASAP)
 - Work collaboratively with ASAP in the placement of teaching artists in after school programs
 - Make occasional visits to after school program sites to track and monitor program progress and obtain feedback from students and teaching artists
- **Educational Programming**
 - Investigate possible new educational programming that could take place during the summer months for camps

- Research and set budget for such programming
- Support the implementation, production, and publicity of such programming as needed
- Plan, schedule and book any camps to attend programming
- **Management Support**
 - Monitor Education Department budget and report on any variations from approved budget
 - Assist Managing Director and Development Director in any grant application process pertaining to *Illumination*
 - Other duties as assigned

Work Relationships & Environment:

A collaborative spirit is a vital part of the Lantern culture and decision-making process. The Education Director works collaboratively with all Lantern staff and in cooperation with teachers in the school district. The Education Director reports to the Artistic Director.

Employment Category:

Full-Time Salaried