

## **Director of Education and Outreach**

**Love Theater? Love education and community? Love watching the next generation discover and embrace the Arts?**

Dallas Summer Musicals (DSM) has been a premier presenter of Broadway Musicals in North Texas for over 77 years. We are continuing to build our education programs in cooperation with area schools, targeting K-12 students and community audiences.

We are currently accepting applications for the full time position of Director of Education and Outreach. Please peruse the position description below. If you are intrigued by the possibility of using your talents and career passions everyday... if you think this opportunity has your name written all over it, please send your cover letter and resume to [employment@dallassummermusicals.org](mailto:employment@dallassummermusicals.org)

### **Job Description**

**Position: Director of Education and Outreach**

**Reports to: Dallas Summer Musicals President**

#### **Job Summary:**

The Director of Education and Outreach is responsible for the development, design, implementation, delivery, and overall management of Dallas Summer Musicals' (DSM) education and outreach programming targeted to students K-12 and community audiences in support of the mission of DSM. Further responsibilities include: the artistic quality and administration of DSM's education and outreach programing, maintaining positive relationships with local schools, agencies and not-for-profits and supporting the Development Department's fundraising efforts for education and community outreach programs.

#### **Responsibilities:**

1. Research and develop departmental goals and educational and community programs that are in line with DSM's mission and long term strategic plan.
2. Utilize DSM's core business of Broadway to engage, teach, and inspire K-12 and community audiences.
3. Research and develop key relationships within the Dallas educational, governmental, not-for-profit and business communities to the benefit of DSM's education and community outreach goals.
4. Facilitate appropriate collaboration with Dallas educational, governmental, not-for-profit and business communities in support of DSM's education and community outreach programs.
5. Lead the administration of DSM's existing educational and community outreach programs and new programs including leading, managing, mentoring and motivating volunteers and/or staff/ teaching artists.

6. Create efficient and effective budgets, work within budget guidelines, effectively track expense and income and provide financial controls and discipline.
7. Work with DSM's marketing team to market programs to appropriate constituencies.
8. Collaborate with Development Department as assigned on grant proposals, grant management and reporting.
9. Develop appropriate systems for measurement and evaluation of effectiveness/value of all DSM's education and community outreach programs.
10. Recruit and manage volunteers, staff, and teaching artists as needed.
11. Manage and administrate High School Musical Theatre Awards program.
12. Administer scholarship program.

**Credentials, experience and skill sets:**

1. Demonstrated experience leading, managing and motivating a staff of full and part-time employees.
2. Demonstrated financial management experience including budgeting, reporting and maintaining financial controls and discipline within a department.
3. Five + years' experience in teaching and administering theater education/community programs in a school or arts organization setting preferred
4. Experience marketing theater education/community programs to area schools or collaborating with marketing professionals on same
5. Represent DSM and its education and community outreach programs to current and prospective donors and funding sources
6. Successfully organize and manage complex and lengthy projects
7. Strong communication skills, able to comfortably present ideas in a persuasive manner
8. Work effectively with teams up, down and across organizational lines
9. Competent with Windows Office applications
10. Bachelor's Degree with major in arts-related and/or educational area

Interested candidates please send a cover letter and resume to [employment@dallassummermusicals.org](mailto:employment@dallassummermusicals.org)