



Cincinnati Playhouse in the Park is an Equal Opportunity Employer (EEO) and is committed to fostering a culture of diversity and inclusion in all areas of its work, both on and offstage. Qualified individuals who bring diverse perspectives and life experiences to the workplace are especially encouraged to apply.

Position: Education and Engagement Coordinator

Reports to: Education Director and Artistic Engagement Manager

Classification: FLSA: Part Time, Hourly, Non-Exempt

Salary Range: \$17/hour

Preferred Start Date: August 11, 2025

Position Overview: The Education and Engagement Coordinator is a **part-time** administrative coordinator for the department; they book the outreach tour and manage summer camp administration. They will work collaboratively with the Artistic Engagement Manager and Education Director to meet objectives. Typical working hours would be scheduled between 8 a.m. and 6 p.m. Monday – Friday with the ability to work occasional evenings and weekends based on departmental needs as required.

Position Responsibilities:

- Book and coordinate logistics for Outreach Tour productions
- Conduct outreach and research for new partnerships for Education & Engagement programs
- Coordinate registration, communications, logistics and day-to-day administration of summer camp programs
- Create and manage outreach and communication emails for Outreach Tour and Summer Camp
- Set team meetings and maintain departmental office supplies
- Process payments, create invoices and contracts, and generate camp rosters using Tessitura

Essential Skills and Attributes:

- Minimum of one to three years professional experience in an office and/or customer service environment
- Self-motivated with excellent oral and written communication skills
- Collaborative, detail-oriented, and adept at organizing information.
- Commitment to Playhouse's values, and the ability to interact and build relationships with people of diverse backgrounds, personalities and characteristics.
- Ability to work effectively and independently in a fast-paced environment while handling multiple priorities and deadlines.
- Proficient with Office 365 computer programs, especially Excel and Outlook

Preferred Skills and Qualifications:

- Knowledge of Tessitura/databases, Artifax, Zoom, and Adobe Acrobat
- An interest in or previous experience with theatre and arts education

Work Environment and Physical Demands:

- The position is located in a climate-controlled office and the job responsibilities are primarily to be completed onsite
- Digital dexterity and hand/eye coordination in operation of standard office equipment (computers, phones, photocopiers, and filing cabinets.)



- Position is generally sedentary (with the exception of pick-up and drop-off for summer camp) and the employee may sit for long periods of time working at a computer screen (75% or more of their workday)
- Light Lifting, carrying, pushing, pulling of supplies, files, etc.: generally up to 10 lbs. and occasionally up to 25 lbs
- Ability to speak clearly to and hear/listen to employees/clients via phone or in person
- Driver's license

The physical demands and safe working expectations described here are representative of those that must be met by an employee to successfully perform the essential functions of the job, with or without reasonable accommodation.

While this description is intended to be an accurate reflection of the current position, it is not necessarily exhaustive of all responsibilities, duties, requirements, or expectations of this position. Cincinnati Playhouse in the Park reserves the right to revise or amend this description based on business needs or changes to the work environment.

Employment is contingent upon successful completion of a background check.

To Apply:

Qualified candidates should submit a cover letter, resume and references Ariana Moses, Education Director (ariana.moses@cincyplay.com) and Katie Gifford-Baskerville, Artistic Engagement Manager (katie.baskerville@cincyplay.com) and cc: Dawn Mundy, Director of HR Equity & Inclusion (dawn.mundy@cincyplay.com) Review of materials will be done on a rolling basis until the position is filled.

No phone calls, please