



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 to the workplace are especially encouraged to apply.

Position: Education Associate

Department: Education

Reports to: Education Director

Classification: Exempt

Salary Range: \$781.61 per week

The Education Associate administrates, manages, and teaches assigned education programs for the Playhouse. Applicant must be a collaborative, compassionate, organized, and flexible person with a good sense of humor and the ability to work as an effective team member and independently in an environment that often requires multi-tasking with competing deadlines. They must possess a strong ethical character and the ability to handle sensitive, confidential information appropriately and with discretion. Responsibilities include but are not limited to:

Position Responsibilities:

Program Management:

- Primary Programs to manage and book include:
 - In-School Workshops and Residencies
 - After School Classes
 - Other Projects/Programs, as assigned

Teaching, Curriculum, Facilitation:

- Teach arts integrated school residencies and workshops including five-session workshops focused on specific books/subjects and one-session theatre enrichment workshops for students of all ages and abilities.
- Teach after school acting classes and summer camps.
- Teach adult enrichment classes
- Teach theatre specialty classes certified and qualified to teach (combat, voice, dance, etc).
- Sub for classes, workshops, and camps as needed
- Develop new workshop, classes, and camp curriculum
- Update and adapt core curriculum templates
- Distribute curricula and train Teaching Artists for each class or workshop
- Take turns in facilitating engagement events including Art Talks and Student Matinees, and Post-Show Discussions

- Other teaching, curriculum, and facilitation duties, as assigned

Education Staff Responsibilities:

- Represent the Playhouse at community events and festivals
- Attend all required Playhouse events
- Attend all staff and department staff meetings
- Participate in pre-show engagement and seating support for student matinees
- Perform other duties, as assigned

Ideal Qualifications and Requirements:

- A bachelor's degree, preferably in theatre or education with a theatre concentration or relevant experience
- Demonstrated knowledge of and comfort in teaching arts integrated and theatre-based workshops and classes to a wide range of ages and abilities in both in-school and out-of-school settings.
- Three years teaching experience, experience teaching in schools is preferred.
- Experience booking programs and meeting income and service goals
- Proficiency with project and event management
- Demonstrated ability to design curriculum
- Experience facilitating post-show and community conversations preferred but not required
- Administrative experience, including proficiency with Microsoft Office Suite applications: Word, Excel, PowerPoint and Outlook
- Experience working with students who are neuro-divergent and/or who have special needs is preferred.
- Comfortable with conversational Spanish is preferred but not required.
- Comfortability in any of the following subjects is a plus:
 - Stage Combat
 - Singing/ Music Direction
 - Dance/ Choreography
 - Directing youth productions
- Commitment to DEIA (Diversity, Equity, Inclusion, Accessibility) values and ability to interact and build relationships with people of diverse backgrounds, personalities and working styles

Work Environment and Physical Demands:

- Position is located in a climate-controlled office
- Digital dexterity and hand/eye coordination in operation of standard office equipment (computers, phones, photocopiers, and filing cabinets)
- Position can be sedentary, and the employee may sit for long periods of time working at a computer screen, though this varies from week to week

- Position requires frequent external activity, and will require local travel to other worksites
- Light lifting, carrying, pushing, pulling of supplies, files, etc.: generally up to 10 lbs. and occasionally up to 25 lbs.
- Occasional stooping, kneeling, crouching
- Ability to speak clearly to and hear/listen to employees/clients via phone or in person
- Must have reliable means of transportation

The ability to work some evening and weekend hours for classes and community events is required. Start times will vary based on scheduled residencies, workshops, and classes. The schedule is subject to change based on program needs.

This position requires travel to school and other venues including locations throughout the tri-state area. Qualified candidates must be flexible and able to teach in a variety of locations, therefore, candidates must possess a driver's license and reliable transportation.

To Apply:

Qualified candidates should submit a cover letter, resume, references, and sample lesson plan to Ariana Moses, Education Director, Ariana.moses@cincyplay.com and Dawn Mundy, Director of HR, Equity & Inclusion dawn.mundy@cincyplay.com Applications will be reviewed on a rolling basis beginning mid-July and the position will be filled as soon as the successful candidate is identified. The anticipated start date for this position is mid-August. Employment is contingent upon successful completion of a background check.