



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

Department: Education and Engagement

Reports to: Director of Artistic Engagement

Classification: FLSA: Part Time, Hourly, Non-Exempt (20-30 hours per week during season, 30-35 hours per week during summer camp)

Salary Range: \$15.45/hour

Start Date: May 1, 2023

Position Overview: The Education and Engagement Coordinator is the administrative assistant for the department and maintains internal and external department communications, booking the outreach tour, coordinates Student Matinee logistics and manages summer camp administration. They will work collaboratively with the Director of Artistic Engagement and Education Director to meet objectives.

Position Responsibilities:

- Book and coordinate logistics for Outreach Tour productions
- Conduct outreach and booking for school workshops program.
- Manage day of logistics for student matinee program
- Coordinate registration, communications, logistics and day-to-day administration of summer camp programs.
- Create and manage outreach and communication emails for all programs.
- Maintain department calendars, team meeting agendas, survey documentation, supplies and shared spaces.
- Department administration of board reports, credit card reconciliation and processing payments in Tessitura and administrative support for the Director of Artistic Engagement

Essential Skills and Attributes:

- Minimum of one to three years professional experience in an office or sales environment.
- Self-motivated and detail oriented with excellent interpersonal and communication skills.
- Good time management skills.
- Proficient with Office 365 computer programs.
- Ability to multi-task in a fast-paced environment.

Preferred Skills and Qualifications:

- Knowledge of Tessitura/databases, QuickBooks, Zoom, SharePoint, and Adobe PDF suite.
- An interest in or previous experience with a theater company.
- Previous experience with customer service and/or sales.

Work Environment and Physical Demands:

- Comfortable opening/closing up shop or theater and setting alarm.
- Able to lift 10-25 lbs.
- Comfortable with climbing stairs and ladders
- Driver's license.



All employees are required to receive the COVID19 vaccination unless a reasonable accommodation has been approved.

Cincinnati Playhouse in the Park continues to monitor the pandemic situation. Qualified candidates will be expected to comply with Playhouse's health and safety plan – while at work and outside work – that continues to be updated per latest state and Federal guidelines.

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 to Daunielle Rasmussen, Director of Artistic Engagement (daunielle.rasmussen@cincyplay.com.) and cc: Amy Stier (amy.stier@cincyplay.com) by submitting at this link <https://form.jotform.com/230595793209162> . Review of materials will be done on a rolling basis until the position is filled. Desired start date is May 1, 2013. No phone calls, please.