



**Position title:** Theater J Education Programs Manager

**Reports to:** This position will jointly report to Managing Director David Lloyd Olson and Artistic Director Hayley Finn

**Position type:** Full-time

**Salary:** \$47,000-\$52,000

### **About the Edlavitch DCJCC**

Guided by Jewish values and heritage, the EDCJCC engages individuals and families through its cultural, recreational, educational, and social justice programs by welcoming people of all backgrounds to connect, learn, serve, and be entertained together in ways that reflect the unique role of the Center in the nation's capital. The EDCJCC is an equal opportunity employer.

### **About Theater J**

Theater J, the largest arts program of the Edlavitch DC Jewish Community Center (EDCJCC), is wrapping up its 32<sup>nd</sup> season in the newly renovated JCC and a refreshed Aaron & Cecile Goldman Theater, a 236-seat proscenium stage. We are a professional theater that celebrates, explores, and struggles with the complexities and nuances of both the Jewish experience and the universal human condition. Theater J strives to be an inclusive, anti-racist, and anti-oppressive in all our work, both onstage and off.

### **The Role**

Theater J, the nation's premier Jewish theater company, seeks an Education Programs Manager to join Theater J's full-time staff. Theater J completed two iterations of pilot school programming in the 2022-2023 season and plans to expand school and family programming in the 2023-2024 season with the creation of this new position. In addition to school programming, Theater J will launch new family programming, continue our established Classes for Theater Lovers program, offering virtual classes for adult theater-lovers, and re-launch Theater J's summer camp for youth and Theater J's professional development opportunities. The Education Programs Manager will administer all four of these programs— school programs, family programs, Classes for Theater Lovers, and summer camp.

### **Responsibilities**

#### *Educational programs strategy*

- Determine goals and objectives of all educational programming including school workshops, family programs, and Classes for Theater Lovers.
- Create strategic programmatic vision of Theater J's educational programming, alongside Artistic Director and Managing Director.
- Create new educational programming offerings in tandem with the 23-24 season and beyond.

### *School Programs*

- Design curricula and custom workshops and classes for K-12 youth in DC, Maryland, and Virginia and create original school programming series to pair with the season and other Theater J programs, including matinee performance attendance, post-show discussions, backstage tours, art projects, and beyond, aligned with county, state, and national standards.
- Collaborate with Theater J team members and other JCC departments to identify and maintain mutually beneficial partnerships and cooperative relationships with schools and education organizations.
- Teach school-based workshops, demonstrating experienced, grounded, empathetic teaching to diverse groups of students around the DMV.
- Contract and schedule teaching artists to teach remainder of school-based workshops.
- Manage all logistics for student matinees including carefully planning spaces.
- Collaborate with schools on arranging transportation and reimburse schools for transport costs, as applicable.

### *Classes for Theater Lovers*

- Administer Theater J's Classes for Theater Lovers program.
  - Collaborate with Producing Director and Artistic Team to select teaching artists to offer class slots to and design course topic.
    - Contract and process payments for teaching artists.
  - Oversee class offering marketing, advertising, and registration.
  - Serve as point of contact for participants and teaching artists.
- Continue the Classes for Theater Lovers in person offerings at the Charles E. Smith Life Communities.
  - Maintain relationship with points of contact at CESLC.

### *Family Programming*

- Launch brand-new in-house programs designed for families with young children in collaboration with artistic and producing staff.
- Contract teaching artists to design family theater workshops and/or collaborate with them to design theater workshops.
- Welcome families into the building and serve as a greeter, assistant to a contracted teaching artist, or teaching artist when needed for Sunday family theater workshops and other programs.
- Reserve spaces and oversee set-up for all family programs.

### *Summer Camp*

- In collaboration with Theater J staff and other EDCJCC camp leadership manage the re-launch of a theater summer camp program for youth.

### *Professional Development Programs*

- In collaboration with Theater J staff and other EDCJCC programs, develop and manage opportunities for early career theater professionals to gain skills and experience through internships, apprenticeships, or other methods to work alongside Theater J staff and artists.

#### *Educational Program Assessment*

- Design and create assessment tools, including surveys for all educational programs.
- Oversee distribution and collection of data from program participants, educators, and other stakeholders.
  - Create finding reports from assessment tools and analyze data to inform the direction of educational and family programs.

#### **Qualifications**

- *Experience:*
  - Program leadership
    - Demonstrated experience successfully creating and undertaking original education programming, including program design, execution, and assessment.
    - Experience as a project manager.
  - Teaching, workshop facilitation, and pedagogy
    - 3+ years of in-person experience facilitating arts education workshops or serving as a teaching artist in a classroom setting.
    - Experience teaching diverse groups of students, including low-income and underserved students, racially and ethnically diverse students, and students with disabilities or accessibility needs.
      - Familiarity with learning styles, accessibility best-practices, and accommodations
    - Experience working with youth from ages ranging from pre-k through high school.
  - Curriculum and workshop design
    - 2-3 years of experience writing and developing original educational curricula.
    - Training or education in curriculum design.
    - Experience designing curricula for students ranging in age from pre-k through high school.
    - Experience with trauma-informed teaching.
  - Educator relationship building
    - 3+ years of experience building relationships with teachers and school administrators and forming mutually beneficial sustainable partnerships.
    - Experience working directly with schools in the DMV area and knowledge of the educational landscape, including DCPS's programs, the DC

Collaborative on Arts and Humanities Education, schools' security needs, and background check requirements.

- Ideally has already received security clearance from DCPS.
- Assessment
  - 5+ years of experience creating, administering, and analyzing assessment tools.
  - Experience with rapid-cycle evaluation.
  - Basic statistical analysis capabilities.
  - Familiarity with incorporating equity in data practices.
- 2+ years' experience working at a professional theater company and collaborating cross-departmentally with other team members in Development, Marketing, Outreach, and Producing/Artistic.
- Able to lift and carry boxes of materials up to 30 pounds, to move about in an office, classroom, and theater setting.
- Who you are:
  - A creative, initiative-taking **trailblazer**. Most educational programs at Theater J are brand-new, requiring this new position to be filled by someone with tenacity, ability to take initiative, a creative vision, and the innovation capabilities to see that vision through in a fast-paced environment.
  - An organized, hard-working, collaborative **project manager**.
  - A **champion** for equity, diversity, inclusion, and accessibility dedicated to making a better world today and for the generations to come.
  - A research-minded, data-driven, **assessment enthusiast**.
  - Thoughtful, empathetic, humble
  - A quick-learning **arts administration professional**.

**To apply,** send resume and cover letter to David Lloyd Olson, [dolson@edcjcc.org](mailto:dolson@edcjcc.org).

**Deadline:** August 4, 2023

**Start date:** September 1, 2023

**Location:** Some parts of the job may be completed remotely, but in-person work at the EDCJCC (1529 16th St NW Washington, DC 20036) and at schools around the DMV area will be required.

**Schedule:** Requires in person work on some evenings and weekends for family programs. Some early mornings will be required for in-school activities. Otherwise, the usual working hours are 10:00 AM – 6:00 PM Monday through Friday.

---

**Benefits offered to full-time and certain part-time positions include:**

- Health insurance, including HSA/HDHP option
- Dental and vision insurance
- Life, short term, and long-term disability
- Flexible Spending Accounts (health, dependent, commuter)
- Employee Assistance Program
- 401k retirement plan with company match
- Family membership and discounts on Fitness Center, Pool, theater and film tickets, Preschool, camp, and adult education classes
- Vacation and sick leave
- Generous holidays, including major Jewish holidays

**The Edlavitch DCJCC is an equal opportunity employer.**

The Edlavitch DCJCC provides employment opportunities to all employees and applicants without regard to race, color, national origin, religion, sexual orientation, gender identity or expression, age, disability, sex (including pregnancy), personal appearance, genetic information, economic background, political affiliation, marital status, familial status, family responsibilities, matriculation, place of residence or business, amnesty, or status as a covered veteran in accordance with applicable federal, state, and local laws.

Learn more about applicant rights under [Federal Employment Laws](#) and [District of Columbia Employment Laws](#).

**COVID-19 Vaccination and Work From Home Policies**

Please note that the EDCJCC requires COVID-19 vaccination for all staff and contractors in order to safeguard our community's health. All staff must provide proof of COVID vaccination before their start date. Exemptions may be made for medical or religious reasons. Work from home (WFH) options are available to certain positions and departments, with supervisory approval. This is subject to change according to business needs.