



JOB POSTING

# Education & Outreach Associate

Deadline: January 20, 2019

The Arts Club Theatre Company is Canada's largest not-for-profit urban theatre company. Now in its 55th season, the Arts Club offers professional live theatre at three venues, as well as on tour throughout the province.

The Arts Club Theatre Company is committed to engaging future audiences. The Education and Outreach Associate will be charged with supporting and maintaining our current initiatives. In conjunction with the Director of Education, this role will source outreach opportunities to further deepen and expand the impact and inspiration of our work throughout Vancouver's diverse communities and identify opportunities to grow our education/community engagement activities. The Education and Outreach Associate will work cooperatively with all departments and report to the Director of Education.

As a valued member of the Arts Club team the Education and Outreach Associate will play a vital role in maintaining and supporting new and existing programs. They will also assist with activities that extend the theatre experience beyond our stage, strengthen our relationship with our patrons, stakeholders, and within the local community.

## QUALIFICATIONS AND EXPERIENCE

- Experience creating and facilitating educational, or community-based programs for youth and adults
- Proven success at coordinating projects and events
- Post-secondary education in a related field (Education, Theatre, Performing Arts)
- Excellent verbal and written communication skills
- Excellent computer skills and social media proficiency
- Strong organization and time management skills with the ability to balance multiple priorities
- The ability to work independently while also coordinating with various departments
- Experience with BC's public and private schools and curriculum is an asset
- Experience with developing community connections within the arts

## DUTIES AND RESPONSIBILITIES

- Identify and develop contacts with schools, community agencies, cultural communities, and build partnerships that support outreach and learning activities
- Provide support for all education programs for youth, patrons, and the community according to strategic priorities
- Coordinate ongoing outreach programs such as lectures, post-show talkbacks, backstage tours, outreach opportunities outside of our physical spaces, workshops, discussions, etc.
- Collaborate with other departments to support communications, marketing and fund development for education and outreach programs
- Build relationships and opportunities with youth in our community
- Focus on building opportunities with the Indigenous community
- Initiate relationships with schools and teachers to promote production-related workshops and talkbacks
- Track and report data of programs
- Liaise with company artists, staff, and guests to participate in programmed activities
- Coordinate venue arrangements for events and activities

- Manage ticket distribution program for at-risk-youth and the Grant Burnyeat Student Series
- Liaise with teaching artists to coordinate programs
- Meet with the Teacher Advisory Committee to explore new outreach initiatives
- Work with Group Ticket Supervisor to build and strengthen relationships with Vancouver schools
- Other duties as required

**Some weekend, evening, and occasional holiday hours will be required.**

Start date: January 2019

Salary: \$40,000 annually

Employment Type: Full-Time

To Apply: Email your cover letter and resume to [humanresources@artsclub.com](mailto:humanresources@artsclub.com)

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We thank all who express interest in this position; however, only those selected for an interview will be contacted. The Arts Club Theatre Company is an Equal Opportunity Employer and hiring decisions are based solely on the merits of the candidates and needs of the "Society".