EDUCATION & OUTREACH MANAGER

Children’s Musical Theater San Jose - 2023

Working under the leadership of CMT’s Artistic Director, the Education Manager is responsible for the overall success and implementation of CMT’s Education and Outreach plan; the hiring and overseeing of approximately 90-120 Education Program Staff Members; and the management and administration of all Education programs, which reach over 7,500 students each year and provide over $725K of annual revenue. The key elements to the success of this position are Organization, Attention to Detail, Communication, Leadership, Teamwork, and a Dedication to Youth Arts Education.

MAJOR RESPONSIBILITIES

Education and Outreach Program Management and Administration
- collaborate and communicate with Teaching Artists, Parents, Program Participants and Partners
  - develop and build program scheduling and curriculum
  - prepare and provide necessary resources and materials needed for each program
  - oversee day to day operations to ensure successful program execution
  - build relationships with partner organizations, schools and community groups
  - act as Director for all summer camp programming

Education and Outreach Staff Management, Leadership, and Supervision
- collaborate with CMT’s Artistic Director, Staff, Guest Teaching Artists, and Volunteers
  - hire, train, and manage a staff of 90-120 teaching artists
  - prepare and organize all hiring paperwork and guest artist contracts
  - build and implement training guidelines, procedures, and processes
  - serve as Staff Advisor for Team CMT’s Education Co-Chairs and Volunteer Group

Education and Outreach Enrollment and Registration
- collaborate with CMT’s Box Office Manager and Marketing Manager
  - assist in preparing and implementing online registration processes for Education programs
  - assist in maintaining current information for Education pages on CMT’s website
  - set and uphold registration policies and deadlines
  - assist in maintaining parent and public relations
  - provide the highest level of customer service
  - strategize marketing of all programs and monitor number of enrollments

Education and Outreach Priorities, Strategy, Plans, and Budget
- collaborate with CMT’s Artistic Director
  - set annual enrollment goals
  - develop and manage a working budget with over $725K of annual revenue
  - manage Education Department calendar
  - set curriculum and training guidelines
  - research and implement new ways to improve process efficiency

Education and Outreach Program Evaluation and Reporting
- collaborate with CMT’s Development, Finance, and Marketing Departments
  - maintain ongoing tracking reports for participation and revenue of Education programs
  - provide ongoing projections for participation and revenue of Education programs
  - develop and implement successful program and staff evaluations

Diversity, Equity, Inclusion & Belonging (DEIB) Oversight
- collaborate with Managing and Artistic Director
  - Participate on CMTs’ Diversity Committee
  - Integrate initiatives from annual diversity dashboard into educational programs
  - Engage with local community & cultural leaders to build new educational partners and artistic staff
Other Program Support
- provide curtain speeches and perform as host to all Student Matinee performances
- provide assistance, as needed, with Core-Program processes, general office tasks, and special events
- manage scholarships for all programs and productions

About CMT San Jose
About to begin its 56th season, Children’s Musical Theater San Jose (CMT) is the longest thriving arts organization in Silicon Valley. Its mission is to train and educate today’s youth through musical theater set and achieve high artistic and personal goals, and to inspire them to become exemplary artists, patrons, and citizens of tomorrow. CMT presents 11 full scale productions each season featuring performers of varying ages in 3 separate divisions. CMT continues its 56 year tradition of casting every child who auditions for its productions, regardless of financial or physical limitations. CMT is proud to offer a robust education program that serves over 8000 young people each season through Student Matinee performances, after school studio classes, and summer camp. In 2020, despite the challenges of the Pandemic, CMT raised over $2M through a capital campaign to build its new home, the Creative Arts Center. More information, visit www.cmtsj.org

Diversity, Equity, Inclusion & Belonging Statement:
CMT’s commitment to producing theater opportunities through an equitable lens is a natural extension of our artistic vision, built on inclusivity and excellence. CMT leadership along with an active committee of alumni, parent volunteers, and board members are committed to strengthening our efforts towards Equity, Diversity, Inclusion and Belonging. Together, we have developed new guiding principles which serve as a road map to strengthen our commitment to eliminate racial bias within our organization and do our part to impact our community through equality and systemic change.

CMT is an equal opportunity employer and encourages all genders, race, and ethnicities to apply. Email cover letter and resume to Managing Director, Dana Zell: dana@cmtsj.org