



JOB DESCRIPTION

Job Title: **Director of Education and Community Outreach**
Supervisor's Title: Producing Artistic Director

Date Prepared: March 26, 2024

This is a full-time, benefitted position, to be paid \$45k per year.

POSITION PURPOSE

The Director of Education and Community Outreach will craft and carry out educational and outreach programs in order to welcome and support community members as they explore theatre, creative expression, and BETC's programming. Their focus will be:

- delivering educational and artistic programming that serves the Colorado community and expands the reach of BETC programming
- fostering relationships with new and various members of the community
- ensuring outreach and education partners have the support and materials they need to thrive artistically
- maintaining and cultivating strong channels of communication so all parties are working efficiently together in positive, professional and timely ways.

The person in this position will hop from teaching to collaborating to instructional design to meeting new people to directing presentations/events as programs and productions ebb and flow. Their skill set should enable them to teach and design theatre skills to students of all ages; hire, support, and oversee teaching artists; cultivate community partners and invite them into BETC's audiences and one-off events. Flexibility, resourcefulness, creative problem-solving, and a sense of humor are welcome.

DUTIES OF POSITION

Education / Outreach

Works with Producing Artistic Director and key players to:

- Design and carry out BETC arts education and outreach programming, e.g.:
 - arts experiences for Kids at the Dairy (1-2/season)
 - mentorship projects related to theatre-making and production for teens and young adults
 - theatre classes/performances for local organizations

- curate and coordinate post-show conversations and/or dark-night events featuring guest speakers
 - organize and schedule touring shows and shows to welcome students
- Teach and design theatre skills classes for students of all ages
- Hire, support, and oversee teaching artists for BETC's educational/outreach programs
- Cultivate community partners and welcome them into BETC audiences (e.g. Younify, CU's Sandbox, Boulder Housing Partners, Family Learning Center, Intercambios, libraries, etc)
- Curate and coordinate one-off events offering BETC's rented space to artistic and community partners: e.g. performances, community recitals, film screening/promotions, lectures and panel discussions, etc. (the aim: one dark-night event per BETC production and/or one community-panel post-show discussion per BETC production)

General and Administrative

- Creating and sharing schedules and marketing materials to support projects, venues, and collaborators
- Scheduling space and providing supplies for programs etc.
- Maintaining Community Partners spreadsheet with contact information and collaboration status
- Providing Front of House coverage as needed, in tandem with other staff
- Strategizing to ensure all processes adhere to budget (drafting and updating project budgets as necessary)
- Contributing to the creative life of the organization as a theatre practitioner by crafting and guiding theatre classes, collaborating on theatre projects and events with community members, working to create and deliver BETC's Theatre for Young Audiences shows and programming, and contributing to the pool of plays considered by the Artistic Director, Managing Director, and Literary Committee for production.
- Participates in BETC's EDIA work including antiracist practice, accessibility, and other areas that move BETC toward becoming a more just and equitable organization

SKILLS & KNOWLEDGE

- A skilled collaborator and leader in a variety of environments and circumstances, who effectively manages and motivates colleagues and employees (Spanish speaking skills a plus)
- A talented, experienced educator who adapts to the age, interests, and ability level of their students
- A patient, discreet listener whose curiosity about the people and environments around them contributes to broad awareness across arts and social disciplines
- Skill in various types of project management: the ability to understand and design both the strategy and operational aspects of a project, to juggle multiple competing priorities, to adapt to changing circumstances and contexts, and to follow through on commitments

- Interest in and an aptitude for working in alignment with BETC's mission, vision, and values
- Experienced with budgets; able to embrace and engage with the constant interplay between budgeting and artistic practice
- A generator and facilitator of inclusive environments: able to thoughtfully create space for and interact effectively with people of different cultural, socioeconomic, and political backgrounds; a rigorous interest in productively questioning the cultural status quo and engaging in solution-oriented systems-thinking; demonstrated EDIA and antiracist analysis and practice
- Comfortable with public speaking and representing organizations at local and national gatherings, or a desire to become comfortable in this arena
- Word processing and spreadsheet software knowledge, basic CRM skills, and data management proficiency

EDUCATION & EXPERIENCE

- Bachelor's degree or equivalent experience of at least four years' work in theatre, theatre education and/or community engagement

A BIT ABOUT BETC

BETC (we pronounce it "Betsy") is in its 18th season of presenting profound theatrical stories for the greater Boulder and Denver communities. Our team includes a small but mighty staff, an artistic ensemble, and a board of directors. BETC creates powerful, engaging top-quality performances and programs in order to cultivate connection and turn over mental soil. We welcome people of all ages, identities, and backgrounds to imagine, create, laugh, cry, and dive into story with us. You can learn more about our mission, vision, and values [here](#).

To apply, please email a pdf of your C.V. / resumé and a cover letter to info@betc.org, sharing the reasons for your interest in doing this job and how your experience has prepared you for it. We will be accepting applications through May 1, 2024.

NOTE: This job description is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the job.