

**JANE JONES**

Founder, Founding Co-Artistic Director

**MYRA PLATT**

Founding Co-Artistic Director

**KAYTI BARNETT-O'BRIEN**

Managing Director

---

## JOB DESCRIPTION

**TITLE:** Director of Education

**REPORTS TO:** Managing Director and Co-Artistic Directors

**HOURS:** Full-time

**Salary:** \$48,000; Comprehensive benefits package includes: medical, vision, and dental insurance; and paid time off.

**PURPOSE OF POSITION:** Oversee artistic and educational components of touring shows, residencies, student matinees, teacher professional development and community partnerships. Foster a demonstrated knowledge in producing strong art, art integrated programs and democratic practice both in the schools and in community settings. Develop and implement student learning assessment and program evaluation systems. Develop programming and partnerships that further Book-It's mission to inspire audiences to read. Steward Book-It's Literacy Initiative.

**QUALIFICATIONS:** Strong leadership and organizational skills, combined with the ability to inspire and guide actors and arts educators. Strong passion for literature, theatre, education, and children. Excellent organizational and communication skills on the phone and in person. Must be detail oriented, have superior skills in producing quality artistic offerings, experience with, and knowledge of, all elements of production. Strong background with state and national standards and instruction in literacy and theatre. BA in theatre, arts education or related field. Computer skills: Microsoft Word, Excel, File Maker Pro.

### RESPONSIBILITIES:

#### Administrative Oversight

- Oversee Tour Manager and all duties carried out by this position
- Oversee resident teaching artists and all duties carried out by this season long position
- Oversee all touring artists as employees
- Partner with Tour Manager for communication and crisis management with clients and Book-It
- Facilitate employee evaluations for Arts and Education department
- Maintain and update forms related to contracts, evaluations, policies and procedures
- Oversee touring expansion to rural areas throughout Washington state including, but not limited to: developing and maintaining partnerships with Educational Service Districts; promotional material; tour logistics; touring season timeline; statistics; and reporting
- Oversee implementation of student matinees
- Participate in Strategic Plan implementation
- Attend selected Board meetings

#### Artistic

- Collaborate with Artistic Director for educational components related to the touring program such as, but not limited to, season selection, casting, and production values
- Partner with Tour Manager, Artistic Director and Production Manager in touring season selection to ensure each story selection can be produced within its budgetary restraints, is appropriate for audiences in K-6<sup>th</sup> grade and in thematic alignment with school curriculum

**JANE JONES**

Founder, Founding Co-Artistic Director

**MYRA PLATT**

Founding Co-Artistic Director

**KAYTI BARNETT-O'BRIEN**

Managing Director

- Create and coach the touring stage manager in presenting the pre and post show audience engagement moments
- Attend all three production meetings for each of the touring shows
- Be present for at least 2 rehearsals and 75% of the tech rehearsal process for each touring show to ensure artistic standards are upheld
- Attend artistic previews of touring shows and give notes to Director and Designers as applicable
- Attend all Book-It artistic offerings

**Teaching & Learning**

- Steward Book-It's "Literacy Initiative" in all facets of programming provided for schools
- Manage the development of study guide content, copy, and layout for touring stories and student matinees (develop activities, exercises, research themes)
- Manage the curriculum development of touring program workshop series, Summer literacy program, Listen Up Spoken Word Program and workshops and residencies program
- Train teaching artists in the Book-It Style® for residencies and teacher professional development
- Align all learning materials and programs with national and/or state standards in literacy and theatre

**Evaluation**

- Evaluate and track all components of the Arts and Education program including, but not limited to tours, workshops, residencies, student matinees, summer literacy program, and Listen Up! Spoken Word through evaluation systems, student learning assessments, data collection, and reporting
- Make site visits to schools, libraries, and community venues to observe performances, audience response, workshops and teacher/student involvement
- Evaluate actors in the field with regard to production quality, pre-show activity, and question/answer session

**Marketing & Communications**

- Partner with the Marketing and Communications department to market the program locally and nationally through printed brochures, mailings, e-blasts, web-site, social media, and conferences
- Develop community partnerships with organizations such as Seattle Arts and Lectures, Seattle Repertory Theatre, Seattle Children's Theatre, City and County Public Libraries, ACLU, Silver Kite, etc.
- Represent Book-It at community meetings and local /national conferences regarding arts, education, and touring

**Budgets & Fundraising**

- Develop and monitor Arts and Education fiscal year budgets and individual program budgets with Managing Director
- Collaborate with the Development department to produce the Arts and Education fundraising luncheon; this includes curating talent, developing an event theme and mission statement, and creating the overall look and feel for the event

**JANE JONES**

Founder, Founding Co-Artistic Director

**MYRA PLATT**

Founding Co-Artistic Director

**KAYTI BARNETT-O'BRIEN**

Managing Director

- 
- Partner with the Development department to fundraise through grant writing and reports, events, individual stewardship, and public speaking
  - Attend Arts and Ed Luncheon and annual Book-It Gala

Position requires occasional lifting of 20+ pounds, the repetitive use of a computer, and operating miscellaneous equipment and furnishings as tasks and projects require. This position requires frequent travel in the Puget Sound area for meetings and site visits.

Access to the theatre offices is on the ground floor as is Book-It's current performance venue.

Book-It Repertory Theatre is an Equal Opportunity Employer. The Company is committed to equity, inclusivity, and diversity, and is seeking like-minded individuals to be part of the team.

**To Apply: SEND COVER LETTER AND RÉSUMÉ BY EMAIL TO**

**Managing Director Kayti Barnett-O'Brien, [KaytiB@book-it.org](mailto:KaytiB@book-it.org) with the subject line: *ED Position- (Your Name)***

**No phone calls, please. Open until filled.**