

Artists Repertory Theatre

TITLE: Education/Outreach Coordinator

REPORTS TO: General Manager w/Producing Artistic Director

POSITION TYPE: Contract not to exceed 10 hours/week

SUMMARY of RESPONSIBILITIES:

Assists the Education/Outreach Community Committee in planning and organizing Artist Rep's education offerings, including but not limited to Actors to Go, and outreach to schools, social service agencies and other organizations; touring programs. Supports Artist Rep's enrichment activities, such as panel discussions, post-show discussions, and others, in coordination with key Artist Rep staff, including Development, Marketing and Production personnel.

PRINCIPAL DUTIES: (May not include all of the duties listed nor do the listed examples include all tasks which may be assigned.)

Organizes EOCC meetings and subcommittee meetings.

Coordinates outreach activities with area partners.

Manages calendar of education and outreach activities.

Maintains committee contact information.

Takes and circulates notes from meetings to appropriate staff and other committee members.

Researches opportunities for education/outreach partnerships and reports back to EOCC committee for further action.

Follows up on suggestions/brainstorming at committee meetings.

Coordinates with Marketing to promote participation/attendance in outreach activities.

QUALIFICATIONS:

Bachelor of Arts or Bachelor of Science Degree in related field. Two or more years of experience coordinating education/outreach activities.

Interested individuals should submit qualifications and a letter of interest with three references (contact information only, no letters of reference) to: Artists Rep, 1515 SW Morrison Street, Portland, OR 97205 or by email to Thalia Sophiana tsophiana@artistsrep.org.

Deadline for submission: Friday, August 13, 2010, 5 p.m.