



Education Coordinator Job Description

Title: Education Coordinator

Reports To: Theatre Workshop of Owensboro's Executive Director

About Theatre Workshop of Owensboro:

Theatre Workshop of Owensboro has been creating lasting impressions in our community since 1955. Known as the "The Longest Running Show in Town", TWO features quality community theatre entertainment and provides unique volunteer and educational opportunities. The historic Trinity Centre, home for more than fifty years, still serves as a unique and intimate venue and houses our offices. TWO's second performance space is The Empress, a 112-year-old theatre on Frederica Street that provides space for larger shows, musicals, and concerts.

Position Summary:

The Education Coordinator plays a leadership role in Theatre Workshop of Owensboro's new and existing youth and/or educational programming including, but not limited to, Camps, Clubs, and Educational Outreach. The Education Coordinator is an integral part of TWO's Mission for the Owensboro community.

Responsibilities and Duties:

- Development and coordination of all TWO Youth Drama Camps, Clubs, Workshops and Programs.
- In partnership with DCPS Elementary Schools and surrounding Preschools, schedule and attend school visits, while also creating engaging lesson plans in support of "TWO in DCPS."
- Active participation and coordination for "Coming TWO You!", TWO's Youth Outreach program and ongoing exploration of new outreach opportunities.
- Maintain critical relationships with House Managers, Production Staff, TWO Staff and Board of Directors, including serving as a member of TWO's Youth Committee.
- Perform important administrative duties, including recordkeeping for TWO Youth related grants or scholarship opportunities and completing financial forms as necessary.
- Support the Mission and Vision of TWO, be a positive role model for all Youth involved in the organization and display a positive demeanor when interacting with youth participants, parents, volunteers and others.

TWO is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, sexual orientation, gender identity, age, pregnancy, genetic information, citizenship status, or any other characteristic protected by law.

**Qualifications:**

- An Associate's Degree required, Bachelor's Degree preferred in Theatre, Education, or equivalent relevant experience is required
- Must have a love for theatre and the Owensboro community
- Prior experience working with youth is preferred
- Past involvement with TWO is preferred
- Must pass a background check

Benefits:

- \$15 an hour
- Mileage to and from DCPS Schools
- Paid Time-Off (Vacation, Sick Days and 8 Standard US Holidays)
- 1 Complimentary Ticket to all TWO Productions

This job description is not meant to be all-inclusive. Employees may be asked to perform other related duties in order to meet the ongoing needs of TWO. The Education Coordinator can expect to work on average 20 hours/week on an irregular schedule, dependent on the DCPS school year calendar and Theatre Workshop of Owensboro's schedule.

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