



Title: Director of Education & Community Engagement
Department: Education & Community Engagement
Position Status: Regular Full-Time, Salaried, Exempt
Effective Date: Upon Hire

General Description:

The Director of Education & Community Engagement is directly responsible for the overall administration and implementation of OBT's community focused, dance based, educational programs, training and supervision of a staff of dance teaching artists, and advocacy and collaboration with the greater Portland arts education community. Education & Community Engagement programming occurs locally and regionally at Pre-K – 12 schools and theaters, at OBT studios, and in counties across the state. Programs include, but are not limited to, ballet and creative movement residencies during the school day as well as after school, school day performances in theaters for student groups that include the creation of educationally aligned resource media and materials, and multi-media lectures or behind the scenes tours for all ages. The position reports to the Artistic Director and works with all departments to meet specific goals throughout the year.

Essential Duties and Responsibilities:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Responsible for all functional areas of Education & Community Engagement:

1. Hold in mind and action the mission of Oregon Ballet Theatre – to **Share, Inspire, and Connect**.
2. Hold in mind and action the mission of OBT's Education & Community Engagement work – to engage people of all ages to **do, think, and wonder about dance**, especially ballet.
3. Develop and oversee OBT dance residency programs. Current programs include In School Residencies, Workshops, OBT L.A.B., and Dance Matters, OBT After School, and Far Reach.
4. Develop and oversee all aspects of the 4 show Student Performance Series, school group registration, invoicing, content development with Artistic and Production departments, and production of a Study Guide resource for schools.
5. Oversee all educational studio tours for school groups and greater community.
6. Oversee pre-performance presentations and the donor lecture series, Performance Perspectives, and Invitational Studio Rehearsals respectively.
7. Attend OBT staff and Board of Trustees meetings.
8. Integrate Education & Community Engagement programs with all other OBT departments.

9. Promote and support Education & Community Engagement by collaborating with OBT's grants procurement process and other fundraising efforts.
10. Develop and oversee the annual Education & Community Engagement budget in connection with OBT's Finance department.
11. Attend offsite meetings and engage in community connections and arts advocacy: Right Brain Initiative (RBI), Regional Arts Culture Council (RACC), Oregon Dance Education Organization (ODEO, North West Teaching Artists Network (NWTAN), and Oregon Department of Education meetings or other community collaborations.
12. Attend cultivation events with Board and for Donors such as Opening night receptions, After Parties, Galas, off-site events, luncheons, etc.

Position Competencies:

1. Ability to impart knowledge about dance to a wide range of people in multiple settings
2. High degree of knowledge in classroom management
3. Flexible multi-tasker
4. Skillful communicator
5. Dependable self-starter
6. Computer literate: Microsoft platform, Google Drive, QuickBooks desired

Organization-Wide Competencies;

At OBT, we are creating a culture where all of us exhibit the following values and competencies:

1. Acknowledge and learn from our mistakes
2. Celebrate our successes
3. Treat each other with kindness, dignity and respect
4. Communicate frequently, directly and openly
5. Advance diversity, equity and inclusion

Supervisory Responsibility:

Direct reports include Teaching Artists, Dance Historians, Administrative Assistant, and departmental volunteers. The role also serves as a coach and mentor for other positions in the organization.

Education and Work Experience:

A Bachelor's Degree in Dance, Liberal Arts, or related field and/or equivalent combination of education and professional experience. High level of dance training. Seasoned understanding of the workings of a dance company. Demonstrated experience as a teaching artist of dance either as a studio dance teacher or as a school instructor. Demonstrated experience in administration. Extensive experience (5 years or more) as educator who creates and delivers programs in dance education. Experience with interpretive and educational curriculum planning, evaluation, and training. Experience providing direction and leadership to staff, including motivational techniques and training methods. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Previous experience in budgeting, grant writing, or marketing. Proficiency in Microsoft Office Suite of products, including Word, Excel, and PowerPoint, and Adobe InDesign, and QuickBooks.

Preferred Education and Experience:

1. A Master Degree in Dance, Arts Administration, Education, or a related field; or Professional experience equivalent.
2. Achievement at advanced level dance training and performance in ballet or modern dance.
3. Previous experience in supervision, budgeting, grant writing, or marketing, Adobe InDesign, QuickBooks.
4. Proficiency in Microsoft Office Suite of products, including Word, Excel, and PowerPoint.

Work Authorization/Security Clearance:

OBT conducts background checks after a conditional offer of employment is made. OBT reviews the results of each background check individually and assesses them on a case-by-case basis for context and relevance to a job.

Physical Requirements & Working Conditions:

This job operates in a professional office environment as well as dance studios, schools, and theatres. This role routinely uses standard office equipment. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk, hear, lift, bend, stoop, kneel, crouch, and push. The employee must occasionally lift or move objects and supplies, up to 30 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position Type/Expected Hours of Work:

This is a full-time position. Days and hours of work are Monday through Friday, 9:00 a.m. to 5 p.m. This position regularly requires extended hours and occasional evening and weekend work.

Travel:

Travel is primarily local during the business day, although some out-of-area and overnight travel is be expected.

AAP/EEO Statement:

Oregon Ballet Theatre is committed to advancing equal employment opportunities. Our policy is to make all employment-related decisions without regard to an employee's race, color, creed, religion, age, national origin, marital status, mental or physical disability, sexual orientation, or any other basis prohibited by local, state or federal law. We are committed to a diverse and culturally inclusive workplace in which our differences broaden our awareness, enrich our daily experiences and contribute to our collective strengths. This policy applies to all personnel activities including employment, promotion, compensation and termination.

Oregon Ballet Theatre does not tolerate sexual harassment of any employee by another employee, supervisor, vendor, or customer for any reason.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signatures

This job description has been approved by all levels of management:

Manager_____

HR_____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee_____ Date_____