

Theatre for Young Audiences Director  
Reports to: Artistic Director and Associate Artistic Director  
Salary: FT Exempt  
Benefits: Eye, Dental, Chiropractic, Acupuncture, Life, 401K

Responsibilities:

- Oversee and aid in the booking of all Family Series field trip shows. The TYA Director will be responsible for reporting to the Artistic Director and Associate Artistic Director regarding sales goals for Family Series Student Matinees.
- Oversee and be responsible for the project management of the Outreach and Education brochure. TYA Director will be the main contact for graphic designers and will communicate brochure needs to education staff.
- Oversee the mailing of the Outreach and Education brochure.
- Oversee a streamlined booking and invoicing process for all Outreach and Education programs including: Family Series Student Matinees, School Tour, Workshops, Adult Conservatory, Studio for Young Actors.
- Work with the Business Manager to ensure that invoicing procedures are effectively capturing deposits and receivables for Outreach and Education programs.
- Attend weekly marketing meetings as a representative of the Outreach and Education department.
- Communicate all Outreach and Education marketing needs to B Street's Marketing Director in a timely and efficient manner. This includes: attending yearly marketing retreats and completing O/E's marketing calendar.
- Cultivate partnerships with teachers, principals, community leaders and other educational institutions in order to further development B Street's education department. This includes but is not limited to: scheduling meetings, attending community events, attending back-to-school nights, engaging in panel discussions regarding arts education.
- Schedule B Street's VIP Educators night with production and marketing. TYA director will be responsible for the execution of VIP Educators night and must be present.
- Work with Outreach and Education staff to recruit individuals for B Street's Education Ambassador Board.
- Lead the Education Ambassador Board Meetings and be responsible for the completion of any staff action items that arise in these meetings.
- Aid in the recruitment of Outreach and Education interns. Oversee their weekly schedule and make determinations regarding how they can effectively support the department as well as their internship experience.
- Oversee the work of the Outreach and Education manager in regards to curriculum, teaching artist recruit and department goals related to the workshops, conservatory and studio for young actors.
- Oversee the work of the School Tour administrator in regards to job performance and booking goals for the School Tour Assemblies.
- Attend weekly Outreach and Education Meetings.
- Attend B Street Theatre Staff meetings.

- Attend at least one B Street Theatre Board meeting per year and give a report on Outreach and Education Programs.
- Attend B Street fundraisers and any education related events.

Qualifications:

- Bachelor's Degree
- An interest in theatre for young audiences and arts education
- Minimum 2 years of experience working in a professional theatre setting.
- Excellent communication (verbal and written), strong organizational skills and the ability to prioritize and manage multiple projects
- Proficiency with Microsoft Office (e.g., Word, Excel)
- Ability to interact with a variety of teachers, principals, parents and educational leaders

Preferred:

- Experience supervising employees, interns and volunteers
- Experience working in arts education or general education administration
- Experience working in an administrative capacity with teachers, parents and students of varying ages, including youth, from diverse communities
- Proficiency with conflict resolution
- Knowledge of Northern California school districts
- Strong background in theatre arts, specifically theatre for young audiences and new works

To apply, please send a cover letter and a resume of relevant experience to [lburch@bstreettheatre.org](mailto:lburch@bstreettheatre.org) with the subject of "TYA Director".