



JOB DESCRIPTION

POSITION TITLE: Director of Education and Community Partnerships

CREATED: June 2021

SUPERVISOR'S TITLE: Co-report: Artistic & Managing Directors

FLSA STATUS: Exempt

COMPENSATION: \$60,000 – \$68,000

ABOUT INDIANA REPERTORY THEATRE

The Indiana Repertory Theatre (IRT) was founded in 1972 and is the only theatre in Indiana to belong to the League of Resident Theatres (LORT). Historically, the IRT has produced nine productions annually across three stages (the OneAmerica Mainstage, the Upperstage, and the Cabaret) for diverse audiences. The repertoire includes work varying from world premieres to classics. The IRT serves audiences of multiple generations including students from pre-school through twelfth grade. With a significant endowment, the IRT is financially stable and looks forward to many more years of creating art for the Indianapolis community. Following many decades of diverse programming, the IRT leadership, in the past three years, has focused on further diversifying its staff and board, including ongoing anti-racist training for all. To learn more, visit our website at www.irtlive.com.

MISSION

Live theatre connects us to meaningful issues in our lives and has the power to shape the human experience. The mission of the Indiana Repertory Theatre is to produce top-quality, professional theatre and related activities, providing experiences that will engage, surprise, challenge, and entertain people throughout their lifetimes, helping us build a vital and vibrant community.

VISION

The Indiana Repertory Theatre will be a life-long destination of choice for an ever-expanding audience of all ages and backgrounds seeking enjoyable and meaningful experiences. Using theatre as a springboard for both personal reflection and community discussion, our productions and programs will inspire our neighbors to learn about themselves and others. As an arts leader in the state of Indiana, the IRT's goal is to make Indiana a dynamic home of cultural expression, economic vitality, and a diverse, informed, and engaged citizenry.

COMMITMENT TO CREATING AND SUPPORTING A DIVERSE WORKFORCE

The IRT is committed to building an inclusive, welcoming Theatre that celebrates diversity in all areas of our work. Applicants from populations underrepresented in the theatre field are strongly encouraged to apply. This includes, but is not limited to, Black, Indigenous, People of Color, women, transgender, and non-binary candidates.

ABOUT INDIANAPOLIS

Located in the heart of Indiana, Indianapolis is a vibrant city to live, work, and play. Indy, as the locals call it, is touted as the Crossroads of America, and you will feel the Midwest vibe as soon as you arrive.

Ranked 16th in the United States in city size with a population close to 878,000, Indy is big enough to explore neighborhoods and the surrounding area on the weekends and cozy enough to call home. The Indiana Repertory Theatre is in the heart of downtown in the historic Indiana Theatre building, located steps away from the Indianapolis Cultural Trail. Downtown Indianapolis is convenient for walking and biking and is easily navigable by IndyGo bus or car.

In addition to a thriving arts and cultural scene featuring the Indianapolis Zoo, Indianapolis Symphony Orchestra, and The Children’s Museum of Indianapolis, Indy is known for the Indianapolis 500, a myriad of sports teams including the Indiana Pacers, Indianapolis Colts, and Indianapolis Indians, and a bustling music and diverse restaurant scene. Did we mention a welcoming and convenient airport? The Indianapolis International Airport has been named the best airport in North America in 2012-2020 by Airports Council International.

Indy offers something for everyone in terms of affordable living for both home buying and renting. But don’t take our word for it:

- *Forbes* recently named Indianapolis as America’s Best City for Renters
- *Good Housekeeping* named Indy one of the Best Cities for First-Time Homeowners in the U.S.
- Learn more: [Life in Indy](#) and [Downtown Indy](#)

And, Indy is a beautiful destination for residents and visitors alike:

- *Condé Nast Traveler* named Indy one of Best Places to Go in 2021
- *Travel + Leisure* names Indy one of the Best Places to Travel in 2021
- *Reader’s Digest* named Indy one of the best American cities for Live Music

Learn more: [Visit Indy](#)

POSITION

The Director of Education & Community Partnerships will lead school and community partnership-making, nurturing relationships with school and community leaders across age and identity strata. As a theatre that has served a multigenerational audience throughout its 49-year existence, the IRT has deep roots in the state-wide education community which must be rebuilt post COVID. The theatre also holds key relationships in the Central Indiana community, but there is significant opportunity to grow and diversify these relationships, connecting even more people through partnerships with neighborhood serving organizations. Therefore, the IRT is seeking a dynamic relationship builder, who can help create authentic, reciprocal, mutually beneficial relationships around the art we make.

Serving on the senior staff and reporting to the Artistic & Managing Directors, this position is a unique combination of community connector, facilitator, and arts administrator who deeply believes in the value of arts education and engagement. Building on existing relationships with educators and families, the Director will partner with Senior Leadership to implement a range of existing education programming and create new, responsive community programming. Similarly, the Director will build on the existing community relationships to extend the reach of IRT’s work further into the community and create greater access.

As IRT continues the work to become an anti-racist, inclusive organization, the Director will work across departments to identify partnerships with culturally diverse community organizations and individuals. This position joins Senior Leadership in steering all Equity Diversity and Inclusion efforts.

POSITION FUNCTIONS AND RESPONSIBILITIES

Education

- Develop partnerships with school administrators, educators, and activity directors to connect Indiana students to IRT’s educational programming.
- Manage student programming and sales including student matinees, classes, and summer programming.
- Communicate clearly with schools, teachers, parents, and students regarding the logistics of all education programs.
- Collect, analyze and synthesize a variety of data for education programs, including, but not limited to: budgeting and sales, student attendance and demographics, and teacher and student satisfaction.

- Coordinate with Marketing Department to create and publish promotional education materials.
- Manage internal sales and marketing calendars.
- As programming and service increases, this position will supervise an Education Coordinator position as well as contracted teaching artists.
- Travel to schools, community events, and conferences both locally and nationally.

Community Partnerships

- Develop framework of community partnership models of engagement that responds to the needs of community partners to create unique, inclusive partnerships that are mutually beneficial.
- Build a Community Ambassador Program in concert with Associate Artistic Director.
- Devise strategies to engage leaders within key communities.
- Increase partnerships in response to the art on our stages and work with development to share information for funding sources.
- Implement activities to increase participation rates by underrepresented communities with a focus on the following communities: People of Color, LGBTQIA+, People with Disabilities, Under-resourced, Youth.

EDUCATION AND/OR EXPERIENCE

A competitive candidate will possess:

- Bachelor's Degree or higher
- A significant background in Arts Education and Community Engagement
- Experience working with diverse communities of adults and students
- Commitment to growing cross cultural competencies in self and leading organizational strategies
- Equity, Diversity, and Inclusion training
- Grant and budget management experience

KNOWLEDGE, SKILLS, AND ABILITIES

The requirements listed below are representative of the knowledge, skills, and/or abilities required to perform each essential duty satisfactorily. We will make reasonable accommodations to enable individuals with disabilities to perform these functions.

- Someone who joyfully thrives on developing meaningful community relationships
- Strong written and communication skills; high emotional intelligence
- Strong facilitation and organizational skills
- A passion for social justice and community wellness
- Ability to identify partnership and collaboration opportunities
- Financial management experience
- Ability to speak languages in addition to English is a plus
- Strong skill in Microsoft Suite required; Knowledge of database programs a plus

TO APPLY

Interested candidates are invited to submit a resume and cover letter to Benjamin Hanna, Associate Artistic Director, at bhanna@irtlive.com. Please include your full name and the position for which you are applying in the subject line of the email. Applications will be received until Wednesday, July 21, 2021.