



Job Description: Education Coordinator

Employer: City Springs Theatre Company

Reports To: Director of Education

Type: Full Time, Nights/Weekends Required

Salary: Starting at \$45,000 annually

Benefits: Medical, Vision, Dental

Position Description:

Responsible for the coordination, scheduling, and selling of all programs associated with City Springs Theatre Company's Conservatory, which trains the next generation in the performing arts. Conservatory programs include a Pre-Professional Company, participation in the Junior Theater Festival, weekly private lessons in voice, dance and drama, a College Prep Program, summer musical, and student matinees. This position will primarily work on nights and weekends while programming is taking place and will report to the Director of Education. Due to the required night and weekend schedule, the ideal candidate will not perform in any productions or teach in the conservatory.

Duties include:

Program Logistics & Coordination

- Coordinate and schedule all Conservatory programs including keeping the master calendar for the office and space booking of classes, private lessons, and overall space usage.
- Serve as main contact for student participants and their parents through regular email and phone communication.
- Be on site at all educational activities to oversee studio space and programming.
- Assist with auditions for programs including the set-up and break-down, check-in, and day-of logistics.
- Lead the cultivation of new and existing school relationships to achieve annual education revenue and participation goals.
- Market and sell all educational activities to the metro Atlanta area. Programs include, but not limited to, pre-pro, private lessons, intensives, weekly classes, summer musical, summer camps, and student matinees.
- Manage the development and upkeep of education mailing lists.
- Assume responsibility for the accuracy of information on all registration forms.
- Track and regularly report to Director of Education all solicitations, follow-up, and confirmed registrations.
- Pull reports for education programs on regular basis and share with Director of Education.
- Research all marketing conference opportunities (GA PTA, Homeschool Conference, GA Thespian, etc.) and attend as the City Springs Theatre Conservatory representative.
- Develop, distribute, and collect evaluation and feedback immediately following each program's conclusion.
- In coordination with the Director of Education, use evaluation feedback to assess and improve the effectiveness of programs.

Required Qualifications

- A college degree and/or equivalent course work, or professional experience.
- A minimum of one year work experience in education, administration, events or a related field.
- Proficiency in Microsoft Office, Google Suite, and Zoom.
- Ability to communicate clearly and professionally in oral and written forms.

- Successful public speaking experience.
- Experience and familiarity with local school districts is preferred.
- Highly organized, flexible, collaborative, motivated, and a fast learner.

Additional Qualifications

- Committed to the mission of City Springs Theatre Company
- Self-motivated, honest, thoughtful and composed
- While exceptionally detail-oriented, can also focus on large concepts and strategic issues
- Able to navigate through diverse and sometimes competing priorities
- Collaborative and collegial in work relationships

For Questions:

Education@cityspringstheatre.com
with "Education Coordinator" in the subject line.

PLEASE, NO PHONE CALLS.

To Apply, and to learn more about CSTC:

<https://www.cityspringstheatre.com/about/careers/>
Please be prepared to submit a cover letter and resume.