



Education Manager

32 hours per week

5 days per week, in person

This position works to expand and fortify TCA's education programs, its own internship program and county-wide inter-arts work-based learning program, coordinating school day matinees, outreach to educators and schools, and assisting in developing family-centered programming at TCA. This position is public-facing, inviting deep engagement with community partners, school administrators, and interns/youth. The position works in close collaboration with the Theater Manager, Programs Manager, Executive Director, and all TCA staff to coordinate and plan intern participation in daily workflows at TCA. The Manager also works with the Operations Manager to facilitate the Inter-Arts program at partner work-sites and special projects in the community connected to the Inter-Arts program. This position is deeply involved in overall visioning, overseeing, managing, and mentoring of TCA's internship program.

Key aspects of the position:

Relationship building

Central to TCA's work is the organization's ability to work with over 80 groups and organizations throughout the year. This relies on all staff positions, and in particular, rests on TCA full time staff to work within a dynamic environment of working within the northern New Mexico region.

Logistics, Planning, Timelines

The success of the Education program at TCA depends upon meticulous and accurate schedules and work plans for Inter-Arts participants. This requires constant future thinking for intern's schedules, special projects, and day-to-day tasks and activities. Timelines guide the work and the order in which the day-to-day and month-to-month tasks are completed.

Working with people, youth, and young adults

Fostering an environment of knowledge sharing, learning, and shared team experience is integral. Experience in (or interest in learning about) youth development is necessary.

Information & Administration

This is also an information management job. Details, timelines, nuanced information inform Inter-Arts participant experience. To say this position requires a person to be detail-oriented is an understatement. The job *is* details.

32 hours per week

5 days per week, in person

\$43,000, with possibility for growth

To apply, email Daliris De Los Santos (daliris@tcataos.org) with the following materials:

(1) Letter of Interest detailing how your recent experiences correspond to key aspects and responsibilities of the position.

(2) Resume

(3) 3 professional references (with name, email and phone number)

Responsibilities

General

- Provide mentorship to youth participants.
- Seek out, coordinate, and attend meetings with other organizations and school coordinators.
- Create map of key existing or potential partners (both schools and arts & culture organizations).
- In conversation with arts&culture partners, create a document that (1) outlines the calendar year and the capacity of the Inter-Arts Internship program at different times, (2) sets up recruiting and onboarding times in relation to these needs.
- Represent TCA at community events and volunteer opportunities connected to youth, work-force development, and programming for families.
- Make connections with individuals in the community for program outreach and enhancement.
- Work with Communications Manager to create and distribute outreach resources for youth, educators, and families using various forms of media.
- Liaison with Inter-Arts Partner sites to strengthen community pathway navigation.
- Coordinate health, wellness, enrichment opportunities for youth participants.
- Work with the Theater Manager to develop and design skill building sessions in theater technical skills (projection, audio engineering, light design, stage management) for high school aged youth and young adults.

Daily

- Work with Theater Manager and TCA staff to plan for and create a Daily Ops and Marketing and Comms work plan, assigning appropriate tasks to each intern.
- Work with staff and to supervise interns at work - providing clear direction and mentorship.
- Participate in mentorship for interns around general workplace professionalism.

Weekly

- Look ahead 1-2 weeks and review scheduled interns w/ Theater Manager and staff.
- Check intern interest form and work with Theater Manager to schedule work sessions or evaluate the start of new session for interns.

- Work to improve intern admin documents: onboarding, training, managing, etc.
- Develop assessment systems for performance.
- Develop administrative systems for the Inter-Arts program.
- Schedule check-ins with interns at appropriate times (3 months, 6 months, etc)
- Coordinate and lead Inter-Arts collaborators and partners.
- Assist partner work sites coordination of interns schedules at Inter-Arts work sites.
- Work with Theater Manager and Theater Tech staff on any special programs associated with students or education (Theater Take overs, school day matinees, Flex Friday programs)