

Job Description: Education Associate - Lyric Theatre Musical Interactive and Thelma Gaylord Academy Production Coordinator

Department: Education	Pay Classification: Salaried \$36,000-\$40,000
Reports To: Director of Education Executive Producer	FSLA Status: Exempt
Job Summary: The Education Associate is a team member of the Education Department of Lyric Theatre Thelma Gaylord Academy. The goal of the Education Associate is in two parts: <ol style="list-style-type: none"> 1. Coordinating Lyric Theatre's Musical Interactive touring program including scheduling appearances and routing tours to public schools across the state, managing our team of educators, prop/costume/set maintenance, and other details. 2. Coordinating production elements for the Academy's 7 yearly productions, assisting with summer camps, and other administrative duties as assigned including maintaining studio schedules and managing work study students. 	
Minimum Required Education: A bachelor's degree in the arts OR a combination of education and experience that yields the required knowledge, skills, and abilities.	Minimum Required Experience: <ul style="list-style-type: none"> ● 2 years of education founded work with ages 4-18, emphasis on performing arts teaching/training. ● Youth production experience, stage management and/or producing/directing experience preferred
Required Knowledge, Skills, and Abilities: <ul style="list-style-type: none"> ● Familiarity with Google Drive suite ● Strong customer service skills ● Database management ● Production management ● Strong ability to multi-task and manage multiple projects ● Affinity for children, youth, and arts education ● Ability to drive a 12 passenger van is required, ability to pull a trailer is a preferred 	
Essential Job Functions: <ul style="list-style-type: none"> ● Interactive Scheduler - schedule all appearances during the school year, route tours, communicate with teachers and administrators to confirm appearances ● Maintain Interactive calendar and communicate schedules with educators ● Maintain all Interactive production needs including props, set, and audio equipment ● Care for Interactive passenger vans and trailers, schedule maintenance as needed ● Make offers to Interactive Stage Managers and Educators, maintain weekly payroll ● Recruit/coordinate tech teams and fill tech team duties as needed for all Academy productions ● Assist with management of Academy licensing materials ● Work with Lyric production staff for all Academy production needs, schedules, etc. ● Assist with Academy enrollment and database management ● Assist in maintenance of Academy private lesson administration ● Serve as an Academy point of contact for incoming messages and visitors, respond to questions and inquiry emails/voicemails ● Maintain studio reservation schedules and assist in creating the Academy programming calendar ● Perform other duties as assigned 	

<p>Other Information: Some evenings and weekends are required for Academy. This position is required to be on site many evenings for rehearsal as needed. This position will work with the Director of Education to ensure that an Academy producer is present for each day of Academy tech rehearsal and production throughout the year.</p> <p>During the school year, the Lyric Interactive schedule will require being available for early morning emergencies as needed.</p>	<p>Physical Requirements:</p> <ul style="list-style-type: none">● Must be able to converse in person and via phone● Must be able to load and unload a production equipment trailer including lifting and carrying up to 50lbs.● Must be able to drive a passenger vehicle
--	--