

**To apply, email: [Rozz@LyricTheatreOKC.com](mailto:Rozz@LyricTheatreOKC.com)**

## Job Description: Education Associate - Thelma Gaylord Academy Production Coordinator

<b>Department:</b> Education	<b>Pay Classification:</b> Salaried \$36,000-\$40,000
<b>Reports To:</b> Director of Education Executive Producer	<b>FSLA Status:</b> Exempt
<b>Job Summary:</b>  The Education Associate is a team member of the Education Department of Lyric Theatre Thelma Gaylord Academy. The goal of the Education Associate: <ol style="list-style-type: none"> <li>1. Assist with all administrative and enrollment business including work study, social media, enrollment, private voice lesson administration, program expansion, and Interactive (when needed), to help ensure a strong, capacity building education department.</li> <li>2. Coordinate production elements for the Academy's 7 yearly productions, assist with summer camps, maintain studio schedules, and coordinate Junior Theater Festival to help produce high-quality production value.</li> </ol>	
<b>Minimum Required Education:</b>  A bachelor's degree in the arts OR a combination of education and experience that yields the required knowledge, skills, and abilities.	<b>Minimum Required Experience:</b> <ul style="list-style-type: none"> <li>• 2 years of education founded work with ages 4-18, emphasis on performing arts teaching/training.</li> <li>• Youth production experience, stage management and/or producing/directing experience preferred</li> </ul>
<b>Required Knowledge, Skills, and Abilities:</b> <ul style="list-style-type: none"> <li>• Familiarity with Google Drive suite</li> <li>• Strong customer service skills</li> <li>• Database management</li> <li>• Production management</li> <li>• Strong ability to multi-task and manage multiple projects</li> <li>• Affinity for children, youth, and arts education</li> <li>• Teaching experience in dance, acting, or voice</li> </ul>	
<b>Essential Job Functions:</b> <ul style="list-style-type: none"> <li>• Recruit/coordinate tech teams and fill tech team duties as needed for all Academy productions</li> <li>• Assist with management of Academy licensing materials</li> <li>• Work with Lyric production staff for all Academy production needs, schedules, etc.</li> <li>• Assist with Academy enrollment and database management</li> <li>• Assist in maintenance of Academy private lesson administration</li> <li>• Serve as an Academy point of contact for incoming messages and visitors, respond to questions and inquiry emails/voicemails</li> <li>• Maintain studio reservation schedules and work study program</li> <li>• Manage work study students and schedules</li> <li>• Coordinate the annual Junior Theater Festival project</li> <li>• Perform other duties as assigned</li> </ul>	

**Other Information:**

Some evenings and weekends are required for Academy. This position is required to be on site many evenings and 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.

**Physical Requirements:**

- 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.