The Theater Offensive seeks an experienced arts administrator to coordinate and oversee True Colors: Out Youth Theater program as the Education Coordinator.

About True Colors
The Theater Offensive’s mission is to present liberating art by, for, and about queer and trans people of color that transcends artistic boundaries, celebrates cultural abundance, and dismantles oppression.

True Colors: Out Youth Theater uses a proven community-based theater approach to train and inspire LGBTQ and allied youth leaders. True Colors Troupe engages youth of all experience levels in year-round theatre training to create, produce and tour original shows to schools, community groups and social service agencies. The majority of participants are youth of color from urban neighborhoods ages 14-22. True Colors youth leaders work with The Theater Offensive to develop comprehensive True Colors programming that engages each participant deeply in the organization’s mission.

The Theater Offensive is looking to remodel youth programming with the help of a youth task force, made of current and former True Colors participants. The new True Colors model will be based on youth, staff, and community feedback.

Education Coordinator Position Description
The Education Coordinator, supervised by the Director of Programs, will provide administrative youth work, and theatrical support for the True Colors troupe. Duties include, but are not limited to:

Administration
- Outreach, hire, contract and supervise teaching artists, Troupe Directors, guest artists, and interns
- Oversee program budgets
- Book and manage touring schedule
- Produce print materials including recruitment flyers, booking outreach packets and programs books
- Administer evaluations to and synthesize data from all participant youth, teaching artists and guests artists

Education Program Development
- Identify, recruit and/or enroll a diverse group of LGBTQ and allied students for Youth Task Force
- Gather input on True Colors programming from youth task force
- Assist Director of Programs in designing and implementing new True Colors program model

Production Oversight
- Organize final showcase(s) of work at the end of each semester
- Work directly with True Colors troupe members and Director(s) to create an original play
- Attend youth auditions and interviews, as scheduled.
- Assist the Director of True Colors with curriculum development/rehearsal plans.
- Attend planning/production meetings; as scheduled
- Attend bi-weekly, Peer Leader meetings as scheduled

Additional Duties
- Provide resources, mentorship and youth worker support to participant youth
Teaching opportunities may be available, depending on professional teaching experience

- Oversee communications with artists and groups that are members of the Pride Youth Theater Alliance (PYTA).
- Assist with oversight of PYTA Conference Contractor
- Collaborate with other True Colors staff and interns
- Support grant writing and other fundraising efforts
- Other duties as assigned

Qualifications:
- Minimum of 4 years youth/education coordination or theater arts administration required
- Previous work experience with LGBTQ community and Communities of Color required
- Previous experience implementing arts programs with youth and young adults ages 14 – 29
- Proven track record of program planning, management and oversight, including guest artist hires, contracting and payments
- Excellent planning, organization and time management skills
- Excellent oral and written communication skills
- Self-starter who is comfortable in a close-knit team-oriented setting
- Strong interpersonal skills and problem-solving abilities
- Ability to travel and work frequent nights and weekends
- Current driver’s license preferred
- Familiarity with Boston area communities and schools, a plus
- Previous experience in theater curriculum development and implementation, a plus
- Youth Work Certification, a plus
- Bi-lingual English-Spanish, a plus

Application Deadline:       August 15, 2019
Start Date:               September 1, 2019
Position Type:            Full-time salaried position
Compensation:            $40,000-$45,000, commensurate with experience
Benefits:                Health Insurance, plus paid vacation, holidays, sick and personal time
How to Apply:            Interested candidates are invited to submit their resume and a cover letter (Microsoft Word or PDF Format) via email to apply@thetheateroffensive.org with the subject line “Education Coordinator” by August 15, 2019. Please DO NOT call or drop in. Members of the LGBTQ community and People of Color are highly encouraged to apply.