The Theater Offensive (TTO) seeks a dedicated, visionary, detail-oriented Director of Education (DE) who will hold a key leadership role in an innovative, growing, queer cultural organization, tightly focused in Boston’s neighborhoods. TTO also plays a strong part in national cultural organizing and dialogue. The successful DE candidate will have teaching and arts management experience in order to oversee and curate youth programming for youth ages 14-25 at TTO. The candidate will also have a strong aptitude for connecting communities across race, sexuality, gender, and class.

The Theater Offensive is an equal opportunity employer. People of Color, members of the LGBTQ community, people with disabilities, and femme-identified candidates are highly encouraged to apply.

About The Theater Offensive
The Theater Offensive is a social change organization focused on queer and trans people of color (QTPOC) and their allies that uses theater and the creative process as a cultural organizing tool. Founded in 1989 by a group of artist-activists, TTO grew out of a queer street theater troupe in Boston. Throughout its history, TTO has used bold art to challenge the status quo and help LGBTQ individuals break through personal isolation. TTO is at a pivotal moment in its history, with new shared organizational leadership, a new staffing structure, a new mission, and a new strategic plan.

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 is a program that uses a proven community-based theater approach to train and activate lesbian, gay, bisexual, transgender, queer (LGBTQ) and allied youth leaders ages 12-25. True Colors youth leaders work with The Theater Offensive to develop comprehensive youth programming that engages participants deeply in our mission. Below are the 3 components of True Colors’ programming:

- The True Colors Troupe is for LGBTQ and allied youth, ages 12-17. Youth work after school with artists to create an ensemble to develop skills in theatrical performance, social justice, and community activism.
- The True Colors Creative Action Crew (CAC) is for experienced LGBTQ and allied youth leaders who deliver workshops and performances to expand the reach of True Colors.
- The True Colors Task Force builds opportunities that engage, impact, and empower LGBTQ and allied youth through leadership development, community engagement, and advocacy. The Task Force is a collection of former and current True Colors youth ages 14-25 who meet throughout the year to advise on TTO organizational decisions relating to youth programming and involvement.

Director of Education Position Description
The Director of Education (DE) is responsible for the smooth and efficient delivery of Youth Programming and other community educational experiences. The DE will oversee all budgeting, staffing, curation, and youth programming in the Education Department. Reporting to the Producing Co-Executive Directors, with direct supervision by Evelyn Francis (CDEF), the Director of Education will directly supervise the Education Coordinator and Education Assistant. Responsibilities include, but are not limited to:

Education Department Oversight
- Design and deliver high quality educational programs, ensuring that all programs are mission aligned and meet established organizational goals
- Develop and cultivate relationships with schools, educators, partner organizations, donors, grant makers, and other key stakeholders to attract funding and grow the program base
- Identify and leverage trends and needs in education in order to establish new programming and outreach opportunities
- Hire, train, and supervise education staff including full- and part-time team members and contractual teaching artists, establishing clear performance goals and providing regular mentoring and coaching to inspire and develop the team
• Develop evaluation systems and monitor goals and performance measures for educational programs; track participant and audience evaluations, and analyze data to inform planning and decision-making to ensure program sustainability and effectiveness
• Oversee and approve scheduling of all education programs, including the selection and assignment of education team members
• Ensure compliance with relevant regulations, guidelines, and standards in the implementation of all youth programs

**Administration/Finance**

• Create and oversee departmental budget of approximately $300K
• Contribute to the development of the annual budget in collaboration with CDEF, ensuring youth programs are financially sustainable, organizationally feasible, and delivered within the approved timeline and budget
• Collaborate on the identification and development of grant proposals and pitches with development staff
• Review and edit grant proposals
• Oversee program database to ensure organized information, demographics and evaluation data for all youth programs
• Plan compelling marketing and outreach strategies, in coordination and collaboration with communications staff, to increase the visibility and strengthen the reputation of the True Colors educational programs. Including:
  - Review print materials for all artistic productions and activities
  - Review and sign all contracts for the Education Department
• Provide resources, mentorship, and youth worker support to participant youth

**Strategic Management and Leadership**

• Support management and implementation of the organization’s strategic plan
• Represent the Education Department at regular TTO leadership meetings and advise on organizational decisions and changes as related to youth programming and beyond
• Lead and organize regular Education Department meetings, retreats, and other critical meetings
• In partnership with the board and staff, evaluate youth program effectiveness as part of annual process of assessment and strategic planning, in conjunction with education staff
• Represent The Theater Offensive at key conferences and meetings and through direct outreach efforts with stakeholders and prospective partners.

**Qualifications:**
The ideal candidate will possess the following skills, experiences, and attributes:

• Minimum of 5 years youth/education management 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 14-25
• Previous experience in theater curriculum development and implementation
• 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
• Youth Work Certification, a plus
• Bi-lingual, a plus

**Application Deadline:** Applications welcome until position is filled
**Start Date:** April 1, 2020 (tentative)
**Position Type:** Full-time Exempt salaried position
**Compensation:** $60,000-$65,000, commensurate with experience

**Benefits:** 100% health insurance coverage, 401(k), paid vacation, holiday, sick time, and personal time, as well as additional paid time off last week of the year and a flexible summer schedule. Opportunity to join staff-created affinity groups/employee resource groups. Access to monthly lunch meetings for non-profit financial professionals. Relocation assistance available.

**How to Apply:** Interested candidates are invited to submit their work history resume, artistic resume (if available), and a cover letter (Microsoft Word or PDF Format) via email to apply@thetheateroffensive.org with the subject line “Director of Education” by 12 noon on February 24, 2020. Please DO NOT call or drop in.

**Hiring Process:** Select candidates will be asked to participate in up to 3 interviews during the month of March. These will include an interview with your potential direct supervisor and a panel of TTO staff/board, as well as an interview/workshop facilitated in-person by the candidate with youth participants.