



Job Title: Education & Outreach Coordinator

Status: Non-exempt, Full-time, Hourly

Pay Range: \$20 - \$23

(\$42,000 - \$48,000 annually based on 40 hours/week)

Reports to: Director of Education, Youth Theatre

General Responsibilities:

- Provide clerical and administrative assistance to the Director of Education, Youth Theatre
- Organize and duplicate materials such as scripts and study guides for classes, productions, and tours.
- Schedule Prospective Student Auditions and Callback/Interviews and class placement decisions
- Monitor class registrations, fee payments, send enrollment confirmations in Active Network platform. Prepare and distribute schedules and simple budget tallies as required.
- Assist with communication and registration for non-conservatory classes with the Director of Education and Finance Department.
- Communicate with families regarding Conservatory updates.
- Be the main point of contact for parents/guardians who are dropping off and picking up their children from workshops and conservatory classes
- When requested, be present onsite whenever child actors are called (rehearsal, tech, and performances).
- Assist the Director of Education in arranging off-site rehearsal space, if needed.
- For Youth Theatre productions, help the Stage Manager maintain contact sheets and assist with communication with parents, as needed.
- Outreach to schools to schedule TheatreReach bus-in requests. Maintain a contact sheet of schools, send booking confirmations, record fee payments by schools, and follow up as needed.
- Distribute study materials to schools as required.
- Perform other duties as assigned.

Education and Experience:

- Proficient writing skills are a must.
- Microsoft Word, Microsoft Excel, and Microsoft Outlook (email), and social media experience.
- Excellent verbal, written, and interpersonal communication skills are required.
- This is a detail-oriented, logistical support position that requires multitasking, talking on the phone, research, a willingness to learn, and a desire to help and work with young people.
- Self-motivated, able to work effectively both within a team and in self-directed situations. Must maintain positive personal relationships in a broad range of situations.
- Able to work under pressure, meet tight deadlines and funding goals, and maintain a calm, professional work style.
- The ability to work flexible hours, including weekends and evenings from the office.

Physical Demands*:



- Regularly required to walk; demonstrate manual dexterity while using hands to finger, handle, or feel, including heavy use of keyboard.
- Frequently required to stand; reach with hands and arms; and stoop, kneel, crouch.
- Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.
- Must occasionally lift and/or move up to 15 pounds; regularly expected to carry objects of various size and weight (no more than 15 pounds unassisted by mechanical equipment) over uneven, inclined, or multi-surfaced terrain, for several blocks or more.

*Consistent with its obligations under the law, the Laguna Playhouse will provide reasonable accommodation to any employee with a disability who requires accommodation to perform essential functions of their job