



## EDUCATION & ENGAGEMENT MANAGER

Full time, permanent

### ABOUT THE THOUSAND ISLANDS PLAYHOUSE

The Thousand Islands Playhouse (TIP) is one of the top summer theatre companies in the province and the largest theatre company between Ottawa, Montreal, and Toronto. The company produces an 8-show season, a music series, and a travelling youth theatre company.

At TIP, we put *people* at centre stage. We believe that by shining a light on every person and their story, we will build an empathetic community with a broad worldview. We strive to nurture creative collaboration, foster engagement with the arts, and provide a fun and welcoming environment for all who come to visit us, Dockside.

### THE POSITION

Reporting to the Managing Artistic Director, the **Education & Engagement Manager**, is an integral part of the Playhouse Administrative Team. In this role, the successful candidate will work to research, design, and deliver a series of educational and engagement focused opportunities for visitors to the theatre and our community. The employee will be responsible for launching a new department that is considered key to the future growth and ongoing success of the organization.

### KEY RESULTS & RESPONSIBILITIES

- In collaboration with the Managing Artistic Director, develop a multi-year strategic education plan aligned with the organization's strategic priorities and approved budget.
- Reimagine current programs and develop new ones that further Theatre as a great tool for young people to build self-confidence, friendships, empathy, and find their creative voice.
- In collaboration with the Managing Artistic Director and Associate Artists, create and implement a series of in-season engagement events that deepen the audience's understanding and experience of the company's productions and artistic work.
- Liaise with company artists and contract artist educators to provide educational and engagement events.
- Oversee and execute contracting and budgeting for the educational and engagement programs.
- Collaborate with the Development Department to cultivate and secure private and public funding in support of the educational programs.
- Embrace and advocate for the company's commitment to being a collaborative, supportive, and inclusive organization and ensure that these values are present in the department's work.
- Contribute to the overall success of the Thousand Islands Playhouse by accomplishing related results as needed.

### KNOWLEDGE & SKILLS

The successful candidate is required to have the following knowledge and skills:

- Minimum 3 years experience as a practicing artist.
- Experience working in arts administration.
- Experience working with educational programming, for a variety of ages and abilities.
- Excellent planning, organizational and time-management skills.



- Strong public speaking abilities and passion for youth and community outreach.

#### **WORKING CONDITIONS**

- Performs most duties in a regular office environment, situated in the Firehall Theatre in Gananoque ON.
- Must be available to work regular office hours however, due to the nature of the performing arts environment, some work may occur outside of regular office hours including evenings and weekends.

#### **COMPENSATION**

- Annual range of \$45,000 – 50,000 commensurate with experience
- 10 vacation days
- Health benefits

#### **HOW TO APPLY**

The Thousand Islands Playhouse is committed to reflecting the diversity of our community and our country. As an equal opportunity employer, we welcome and encourage submissions from individuals, with proper credentials, of all genders, cultures, ethnicities, gender identities, sexual orientations, and abilities. TIP is committed to providing accommodations for persons with disabilities in all parts of the hiring process. TIP invites candidates who may require assistance during the application/ hiring process, to let us know and we will work with them to meet their needs.

TIP thanks all candidates for their interest, however we will only contact those selected for interviews.

Please e-mail resume and cover letter detailing how you can contribute to this not-for-profit arts organization by **November 30, 2021**. Please quote “Education & Engagement Manager” in the subject line when applying by email.  
Email: [jobs@1000islandsplayhouse.com](mailto:jobs@1000islandsplayhouse.com)