



We are seeking a highly-motivated individual with arts administration experience to lead the Education Department by providing oversight and project management to the department's growing list of programs including, but not limited to, Internships, Muny Kids and Teens, St. Louis High School Musical Theatre Awards, Make-a-Musical, Technical Theatre Training Program and The Muny Webster Intensive. The Muny is seeking someone who appreciates musical theatre, thrives in a dynamic atmosphere and genuinely seeks to make a positive impact on the arts education landscape of St. Louis. Ideal candidates will hold undergraduate and/or advanced degrees in music and/or theatre education with several years of experience in musical theatre education.

Position Profile – Director of Education

The Muny's Director of Education is a newly-created position, responsible for the coordination, evaluation and expansion of current programs along with the development and implementation of new programs within The Muny's Education Initiative.

Responsibilities

- Implement policies for evaluation, internal and external communication across multiple programs in collaboration with individual program managers
- In conjunction with program managers, facilitate curriculum development for individual programs
- Manage education programs interdepartmentally including, but not limited to, scheduling and transportation
- Track statistics and generate year-end reports on each education program's performance and the overall effectiveness of the Initiative
- Develop and facilitate new, mission-specific programs within the Education Initiative
- Represent and broaden the local and national profile of The Muny's Education Initiative
- Act as lead program manager for The Muny's Make-a-Musical program
- Act as on-site supervisor in absence of individual program managers
- Manage department finances, including budget-tracking and processing financial documents with Finance & Development Departments
- Collaborate with other departments on projects including fundraising, grant proposals, corporate support and marketing materials
- Respond to requests for information, project proposals, etc.
- Perform other duties as assigned to support The Muny's mission.



APPLICATION PROCEDURE

Interested and qualified candidates are encouraged to submit, in complete confidence, a cover letter, resume, and two professional references to kcoleman@muny.org. The letter of no more than 1½ pages should address why this position and theatre are attractive to the applicant; and what about the applicant and their work makes them a potentially-strong candidate for this position. Salary will be commensurate with experience and competitive with other theatre companies of comparable stature and size.

Employment benefits include the following:

- Medical/dental/vision insurance
- 403(b) plan available for personal pre-tax contributions
- Paid vacation, holidays, sick leave, and personal days
- Travel budget for industry conferences

Please return all required application materials at once. Incomplete applications will not be considered. Materials should be sent electronically – Word or .pdf only, please – with the applicant's name included as part of each file name:

The Muny Managing Director

Attn: Kwofe Coleman

Subject Line: Muny Education Director Search

By email: kcoleman@muny.org

The Search Committee, comprised of staff, will review all applications and invite selected candidates to participate in the interview process. A final decision will be made within 4-6 weeks, with the new Director of Education onsite before The Muny's 2019 summer season.