



## **EDUCATION DIRECTOR JOB DESCRIPTION & DUTIES**

### **ABOUT THE BALTIMORE IMPROV GROUP (BIG)**

The Baltimore Improv Group (BIG) is a nonprofit organization dedicated to advancing the art and appreciation of improvisational theatre in the Baltimore region. BIG's programming includes performance, education, and outreach. BIG approaches its work in the spirit of innovation and fun. Now in its 12th season, BIG seeks to enhance the quality of, participation in, and appreciation for improvised theatre so that Baltimore is known for having an ever expanding community of improvisers and people who appreciate and love improv. For more information about BIG, visit [www.bigimprov.org](http://www.bigimprov.org).

### **POSITION SUMMARY**

The Education Director is responsible for all educational programming and outreach. The Education Director serves on the Leadership team with the Managing Director and the Artistic Director and reports to the Board of Directors. This position will be a contract position that is renewed on a yearly basis with the potential for multi-year contracts based on performance and expected needs. Expected time commitment is up to 25 hours per week. Additional income can be earned through workshops, performances, and instruction contracted by outside organizations and partnerships.

### **PRIMARY RESPONSIBILITIES**

The Education Director's primary responsibilities include, but are not limited to, managing:

- **BIG University:** Manage operations of 10-week classes including marketing, scheduling and staffing, and performing all other necessary administrative duties. Ensure quality instruction (providing teacher professional development, developing curriculum, etc.)
- **Youth programming:** Coordinate and manage partnership and performances with Young Audiences of Maryland (YAMD). Plan, staff and coordinate classes and camps for kids and teens. Develop and manage birthday party bookings. Train BIG instructors to teach kids and teens
- **Workshops and outreach:** Coordinate and manage workshop and performances with outside organizations, public, and BIG members, including annual Baltimore Improv Festival. He/she will also be responsible for attending Board of Director meetings as needed and for contributing towards providing operational and strategic leadership by working closely with the Leadership Team and Board of Directors. The Education Director will also be responsible for designing curriculums for corporate workshops and other private educational events.



**REQUIREMENTS**

- Prior experience in and enthusiasm for improvisational theater
- Prior teaching, coaching, and/or curriculum development experience
- Demonstrated excellence in organizational and communication skills

**COMPENSATION**

Commensurate with experience

**TO APPLY**

Please submit a resume and cover letter to [terry@bigimprov.org](mailto:terry@bigimprov.org)