



Penumbra Theatre Company creates professional productions that are artistically excellent, thought provoking, relevant, and illuminate the human condition through the prism of the African American experience. Founded in 1976, Penumbra Theatre is Minnesota's only professional African American theater. We produce a four-show season and several community outreach events annually. Penumbra is known for a signature ensemble aesthetic that plays powerfully in our intimate 250-seat proscenium/thrust theater. Penumbra produces work from within the black theatre canon, both classics and commissions, including new play readings and workshops. Our various educational programs serve more than 6,000 students each year.

Penumbra Theatre seeks an Education Manager to oversee education and community outreach programming. This is a full-time, salaried position that reports to the Artistic Director, working closely with other staff, including our team of facilitators and teaching artists, partner organizations, and clients.

Responsibilities include:

- Manage the preparatory, active, and post-mortem operations for Penumbra's education and community outreach programming including: Art for Social Change Workshops, RACE Workshops, Summer Institute, post-play discussions, Bookends, master classes, educational tours, and residencies.
- Manage teaching artist and facilitator teams (provide logistical support for field teams with training, residencies, workshops, reporting, etc).
- Client correspondence including prospecting, intake, sales, invoicing, customer support, evaluation, and follow up.
- Support the development of curricula and ensure intellectual property protocols.
- Maintain education calendar; liaise with box office and production as necessary.
- Maintain current education marketing and promotional materials and website information.
- Track income and expenses, maintain/issue artist and facilitator contracts, track and submit payroll reports.
- Update databases with current client information.
- Support evaluation and assessment of education and outreach programming.

Qualifications

Candidate will have a minimum of three years of experience as an Education Coordinator, Program Coordinator, Tour Coordinator, Stage Manager, Sales Rep, Administrative Assistant, or other related position within arts and/or non-profit organizations. Candidates must be highly organized and possess excellent communication skills. The ability to manage shifting and competing priorities, exercise good judgment and discretion, and maintain a positive attitude are all essential attributes. Candidates should possess a passion for the arts and its ability to positively impact communities. Exceptional people skills and an unwavering commitment to outstanding customer service is required. Experience with data management and communications software such as Outlook, Word, Excel, and online project management tools is essential. A broad understanding of theatre as well as social justice and racial equity work is preferred.

The Education Manager is a year-round, full time position. Penumbra Theatre Company is an Equal Opportunity Employer that values a diverse and inclusive environment. All applicants are welcome.

How to Apply

Please send your cover letter, resume, and three professional references. Include “Education Manager” in subject line and email to: jobs@penumbratheatre.org

Applications will be reviewed immediately and interviews will be conducted on a rolling basis until the position is filled. No phone calls, please.

Job Details

Salary Range: DOE

- Benefits: Yes
- Position Type: [Full time](#)
- Job Category: [Program management](#)