



## **Dream Big is seeking an Education Director**

### **Summary:**

Dream Big Education is seeking a qualified full-time detail oriented, enthusiastic, mission driven and heart-centered leader to spearhead its Education Department. Founded in 2006 with one theater class of 4 children, Dream Big is now a non profit entity and has grown to serving an average of over 1,000 students per week in after school classes, residencies, camps and productions that take place across the city and suburbs of Chicago. With a reputation for providing the highest quality customized, thoughtful and child-centered theater programming, Dream Big has established itself as a frontrunner in the theater education scene.

Education is integral to the mission of Dream Big, providing hundreds of workshop-based enrichment programs in and out of schools throughout the Chicagoland area, residencies where we collaborate with classroom teachers to integrate drama and standardized curriculum to enhance student learning, weekly-themed process driven drama camps throughout the summer, as well as one large-scale professional production experience on the main stage at the Athenaeum 900+ seat theatre every August. Our compassionate team of teaching artists and administrative staff is comprised of talented field professionals embedded in all aspects of the theater arts community and experienced educators, who each believe strongly in the power of the performing arts in a child's life. All of our programs inspire creativity, self-expression and teamwork.

**Mission:** Dream Big Education's mission is to enrich children's lives with life-affirming and energizing, creative experiences in the performing arts. With a focus on fostering confidence and self-expression, these collaborative educational experiences, taught by field professionals, allow children's hearts and spirits to shine bright on and off the stage.

To learn more, visit: [www.dreambigperformingarts.org](http://www.dreambigperformingarts.org)

### **Position and Responsibilities:**

Dream Big's Education Director is responsible for overseeing and managing day to day operations of the company. Duties include implementing and overseeing in-school residency programs, coordinating after school programs and designing summer educational programming, with tasks including, but not limited to scheduling, management of teaching artists and relationship building with school partners. In addition to the above, the Education Director will also serve as the key ambassador of Dream Big for families, schools, teaching artists and members of the local communities within which we work.

**With the assistance of support staff, duties of the position include, but are not limited to:**

## **AFTER SCHOOL PROGRAMMING**

- Cultivate relationships with school partners.
- Coordinate with school partners to arrange dates and times of after school classes
- Complete necessary OST paperwork including contracts, background checks and proposals
- Oversee the management of databases
- Oversee the management of staffing classes and providing teaching artists with information, mentorship and classroom support
- Clearly and efficiently communicate with school partners, families and teachers in person, on the phone and via email
- Deal with any problems that arise in a calm and professional manner that represents the culture of Dream Big
- Visit classes and provide feedback to teachers

## **IN-SCHOOL RESIDENCY PROGRAMS**

- Make connections with teachers, arts liaisons, and principals to start new programs
- Coordinate with grant writer
- Coordinate with teachers to get programs rolling and create curriculum
- Co-write curriculum
- Staff classes
- Communicate with classroom teachers and teaching artists to ensure smooth running of program
- Visit programs to take pictures and evaluate

## **SUMMER CAMPS**

- Help design schedule and write camp descriptions
- Schedule teachers and evaluate other staffing needs
- Train summer camp coordinator in backend registration processes
- Check in with summer camp coordinator and offer support where needed and where necessary

## **SUPPORT FOR SUMMER PRODUCTION CAMP**

- Liaising with producers and directors to provide administrative support as deemed necessary

## **QUALIFICATIONS**

The ideal candidate will have at least three years' experience in and proven dedication to the field of arts education and a passion for enriching children's lives with the performing arts. They will possess a readiness to dive in head first and take on the role with enthusiasm and flexibility. The following qualifications are required:

- 3+ years' experience working with Chicago Public School students and teachers (or students of similar demographics), in and/or outside of traditional classroom settings
- 5+ years of teaching/teaching artistry work including curriculum development and implementation

- Strong managerial skills, with a desire to mentor burgeoning teaching artists in the field of teaching artistry.
- Outstanding interpersonal and communications skills – characterized by the ability to listen, to speak, and to write well
- Strong organizational skills and keen attention to detail and accuracy
- Self-motivated and able to prioritize, delegate, and multi-task efficiently
- Ability to manage short-term and long-term program goals simultaneously
- Experience with working in an office setting is a must, including fluency with Microsoft, google docs, constant contact etc.

#### **QUALIFYING CANDIDATES SHOULD BE:**

- Detail oriented
- A clear and effective communicator
- Able to change focus on and juggle a number of tasks
- Able to “go with the flow” under pressure and in challenging situations with a flexible mindset
- Comfortable using Google Docs, Google Drive, Constant Contact and with large volumes of emailing

This position reports to the Executive Director. Homebase office in the West Loop with flexible weekly travel to various locations throughout Chicago as needed. Note: This job requires occasional availability for evening and weekend events.

#### **How to apply**

Interested candidates should submit a cover letter, resume and three references to Kelly@dreambigeducation.org by July 1st. Interviews will begin taking place July 2nd and a candidate will be chosen by July 14th. Availability for on-site training starting the week of July 15th is a must. Candidates must be available to start full time work on August 10th.

NO PHONE CALLS PLEASE