Position Title: Outreach & Education Coordinator (OEC)

Position Description: Market and book Outreach & Education programs; Represent B Street at school, district and civic club appointments and/or meetings. Organize and maintain calendars and data bases (shared with O&E Administrator and Workshop Liaison); Maintain on-going communication with scheduled schools; Support for road manager and actors; Assemble and promote marketing materials in collaboration with specific staff members; Solicit funds from Civic Clubs for Adopt-A-School programs; Oversee organization and publicity for Fantasy Festival public performance and awards ceremony.

Required Skills:

- Professional phone and email protocol.
- Confident with face-to-face interviews & minor public speaking
- People skills in handling potential emergencies or last minute changes
- Proficiency in Microsoft Office including basic Excel literacy
- Experience with FileMakerPro data base or similar data bases.
- Ability to manage time efficiently and multi-task
- Self-motivator and success-driven
- Able to effectively organize folders on computer, hard copies and email folders
- Strong sense of follow-up, seeing a task through to its completion and attention to detail

Required Education & Experience

High School Degree, GED, and previous phone marketing and clerical experience.

Not required but helpful:

Experience with a performing arts-based company; public speaking experience.

Physical Demands:

Ability to sit at a desk or in front of a computer for several hours a day. Ability to flex with schedule to drive to appointments.

Hours: Beginning part time with a view to full time employment; flexible schedule in order to accommodate appointments and meetings out of regular business hours.

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Job Duties:

- Market and book O&E programs: daily phone calls, emails, faxes, mailings to publicize and specifically contact schools for Family Series, School Tour, and Workshops.
- Represent B Street at school, district and civic club appointments and/or meetings: School Principals and Teachers, School Site Councils, Parent Organizations, School District Coordinators, Diocesan Education, Civic Club meetings. (Shared with Workshop Liaison on an as-needed basis.) Schedule to adjust with evening meetings.
- Organize and maintain calendars and data bases: This job is shared with O&E Administrator (OEA) and Workshop Liaison. Calendars are kept on google calendars. On calendar is info about dates, times, addresses. Any changes in schedule are obviously recorded and communicated to OEA, Road Manager, Teaching Artists, or Stage Manager depending on the program. Record any updates from communication with schools into data base.
- Maintain on-going communication with scheduled schools: while
 OEA covers email communication with regards to admin, OEC follows up
 on appointments, handles any changes in schedule with the school
 contact person and handles any emergency calls and situations for School
 Tour and School Matinees. This job can be handled by the OEA when
 OEC is out on appointments.
- Support for Tour road manager and actors: Give orientation to newhire tour actors. Office contact point for actors on tour if they need to resolve a crisis or minor issue. While the OEC is not the director, the OEC does go out to watch the show on tour in the first week and later on in the tour or as needed to ensure quality control and reports back to senior artistic staff. This can range from ensuring professional performance and behavior standards from actors to helping trouble-shoot sound issues and staging issues.
- Assemble and promote marketing materials in collaboration with specific staff members: The OEC, WL and OEA initiate and do some overseeing of production of publicity materials related to the Outreach and Education programs. The OEC is responsible for updates on the O&A webpages as well as other websites (ie. SMAC Arts Directory) and for consulting with Workshop Liaison/Head TA for content on workshop and playwriting contest webpages. This includes booking photographer for School Tour shows. (Stage Manager books photographer for Family Series.)
- Solicit funds from Civic Clubs for Adopt-A-School programs:
 Generate interest in Civic Clubs to sponsor assemblies in schools or other

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under-served organizations serving children. Includes making the initial inquiry, submitting grant requests (or coordinating with development director), speaking engagements, bridging communication between sponsors and the adopted schools, and inviting donors to sponsored shows. (Can be shared with WL.)

 Oversee organization and publicity for Historical Extravaganza and Fantasy Festival public performances and awards ceremonies: Twice a year, book theatre space, order trophies, print certificates, publicize, communication with winners and their families, book in-house photographer.

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