

2022 INTERIM EDUCATION ASSOCIATE

Hudson Valley Shakespeare Festival (HVSF), a critically acclaimed, professional, nonprofit theater company, is seeking an experienced, year-round, full-time Finance Associate. Located one-hour north of Manhattan, HVSF has established a reputation for lucid, imaginative, engaging, and highly inventive productions in Garrison, NY. Each year, its productions attract a total audience of 37,000+ from Westchester, Putnam, New York City, New Jersey, and beyond. HVSF also has an extensive and highly regarded education program, which reaches over 15,000 students in the tri-state area through a variety of in-depth programs.

Hudson Valley Shakespeare Festival (HVSF) has undergone tremendous artistic and programmatic evolution in recent seasons under the leadership of Artistic Director Davis McCallum and Managing Director Kate Liberman, including the infusion of new and contemporary works for the stage, transfers of HVSF productions to peer theaters, and a major investment in community engagement and art-making initiatives. HVSF is now laying the foundation for its next phase, offering its artists and audiences in the Hudson Valley region a much-needed source of inspiration and optimism as they look to the post-COVID era together, designing and building its first ever permanent home through a major capital project and overall business expansion.

HVSF seeks an energetic, experienced, and organized Interim Education Associate to support HVSF at this time as they determine the best next steps for a growing Education Department. They will report directly to the Director of Education/Associate Artistic Director and will support a transforming Education Department collaborating with the Artistic Director, General Manager, Director of Production, Director of Development, Director of Marketing, and all of HVSF's staff Teaching Artists.

HVSF Mission Statement

Rooted in the landscape of the Hudson Valley, with the plays of William Shakespeare as our touchstone, HVSF engages the widest possible audience in a theatrical celebration of our shared humanity.

HVSF Core Values

Excellence
Inclusion
Generosity
Playfulness
Sustainability

The primary responsibilities of the Interim Education Associate will be supporting the oversight and coordination of HVSF's educational programming in schools and in the theater tent, as well as providing support in our engagement efforts through on-site summer programming and other community events. They are responsible for supporting the implementation of multiple education programs including school tours, workshops, and residencies as well as continuing relationships with schools, districts, teachers, and educators. The Interim Education Associate, is expected to maintain current programming to high standards while continuing to work with the Director of Education on developing new strategies and ideas to expand HVSF's programs and engagement on the site of its new home. They will work closely with the Director of Marketing and Communications in marketing the education programs as well as in aligning our engagement efforts with the overall organizational marketing plan and vision. They will also collaborate with the Director

of Development in preparing grants and reports for education program funders and foundations. The Interim Education Associate also assists in supporting the overall HVSF administrative internship program.

Responsibilities include Education department budget management, communications with school and teaching artists, scheduling all Education programs, supporting engagement activities, and managing all major administrative aspects of the Education Department.

In addition, they will provide administrative support for artistic and engagement programming as assigned and determined by HVSF leadership, including but not limited to the HVSF2 New Play reading series, which is dedicated to developing new works, and the Community Engagement Bake-Off playwriting workshops and reading.

Primary Duties

The Interim Education Associate will:

- Maintain a high level of knowledge about all Education programs at HVSF and comparatives in the theater education industry as a whole
- Support the supervision of a team of 15-20 Teaching Artists and seasonal Education Interns
- Manage weekly Education Department payroll
- Manage Education Department monthly expense and travel reimbursements
- Manage Education program budgets
- Support the identification and development of new opportunities and partnerships while maintaining community relationships
- Maintain and manage master schedule of all education programs and activities
- Schedule, contract, and invoice all programs
- Ensure timely payment from all schools/venues
- Manage transportation for all teaching artists
- Update and maintain database of school contacts
- Research and maintain a database of prospect schools
- Collaborate with the Development Department on grant proposals, interim and final reports for grants which support HVSF's Educational programs
- Collaborate with Director of Marketing and Communications on the design of Education marketing materials
- Support the reporting process on annual Education program assessment including student/teacher evaluations
- Assist in developing and envisioning new on-site programming during HVSF's summer season and in the shoulder season as a part of its move to a new location this can include but is not limited to: Thursday Night Prologues, Family Nights, Community Engagement programming, on-site school matinees and accompanying workshops, and afterschool programming.
- Administratively support HVSF community programming like the HVSF2 reading series and BakeOff community playwright readings.

Personal Characteristics

The Interim Education Associate will:

- be a highly motivated self-starter, with the ability to work as part of a small highly dedicated team
- be able to demonstrate a high level of personal integrity and a strong work ethic
- be able to manage multiple projects/deadlines and work successfully under pressure
- be flexible with a “hands on” approach with a determination to get things done
- have a good sense of humor and want to be a key player in the future of the company
- be a crucial ambassador with the ability to promote our mission with passion and commitment
- be able to foster strong relationships from outside and within the organization

Terms and Compensation

This is an interim hourly position to support HVSF’s Education Department in a time of transition. Hours will range from 20-30 per week at an hourly rate of \$30-\$35 per hour. This will require the ability to work some weekends and nights throughout the summer season.

To Apply

HVSF is an equal opportunity employer dedicated to building a culturally diverse and equitable environment and we strongly encourage applications from BIPOC (Black, Indigenous, People of Color) Candidates.

To apply, please send your resume and a cover letter to Sean McNall, Associate Artistic Director/ Director of Education, at jobs@hvshakespeare.org. *No phone calls, please.*