



Kelly Strayhorn Theater  
5941 Penn Avenue, Pittsburgh PA 15206  
kelly-strayhorn.org

Offices + The Alloy Studios  
5530 Penn Avenue, Pittsburgh PA 15206  
t 412.363.3000 :: f 412.363.3416

A yellow horizontal banner with a pink graphic of three overlapping arrows pointing to the right on the left side. The text "JOB POSTING" is in large, bold, blue, uppercase letters, and "SEPTEMBER 17, 2013" is in smaller, pink, uppercase letters to its right.

## JOB POSTING SEPTEMBER 17, 2013

### Education + Community Engagement Manager

#### CONTACT

**Catena Bergevin**  
Managing Director  
catena@kelly-strayhorn.org

- Reports to: Producing Director
- Status: Exempt
- Schedule: Approximately 30 hours weekly, occasional weekend and evening hours required
- Location: Alloy Studios/Kelly Strayhorn Theater

#### Job Description

The Kelly Strayhorn Theater seeks a part time Education + Community Engagement Manager who will assist the Programming Department in developing and engaging young audiences and families through its public programs and educational partnerships.

#### Position Summary

The ideal candidate is an arts educator with experience in working with teachers and schools in a non-traditional learning environment. This position will possess a passion for engaging young audiences with contemporary performance and a diverse mix of artistic expression. The Education + Community Engagement Manager will work collaboratively with KST staff, community partners, academic and social service organizations, as well as teaching artists and field professionals.

#### Responsibilities

- Build new and maintain current relationships with a broad and diverse array of key stakeholders including community partners, youth programming organizations, schools, and after school providers.
- Work with the Producing Director to provide opportunities for schools to connect with artists in several learning environments including matinee programs, intensive workshops, tours, and after school programming.
- Build and maintain cooperative working relationships which create new learning opportunities around KST's performances and artist residencies (i.e. post show talks, master classes).
- Coordinate outreach opportunities and facilitate all promotional materials to engage new audiences, expand KST mailing list, and promote and educate the public on KST initiatives and programs.
- Manage youth engagement programs: SOUNDWAVES, ACT (youth apprenticeship), and assist in producing a youth festival in coordination with the Youth Engagement Advisory Council and the Producing Director.



- Assist Development and Programming Departments with research and proposal content for educational funding opportunities.
- Coordinate and manage KST teaching artists with school partnerships, such as Propel Schools Creative Movement Program.
- Assist with FAMILYtime programming and family oriented events.
- Manage Community Engagement Fellow (P.U.L.S.E.) and volunteers to assist with educational programs and outreach events.

### **Qualifications**

- Bachelor's degree and 5–10 years experience in arts education
- Ability to manage and direct junior staff and volunteers
- Grant writing and/or funding research experience
- Familiarity with Pittsburgh school environment and stakeholders
- Experience in developing curriculum, knowledge of academic standards, arts education, and current trends
- Teaching certification a plus
- Demonstrated ability to work under pressure and meet deadlines
- Passion for diverse mix of artistic expressions
- Strong verbal and written communication skills
- Ability to multi-task, prioritize, and manage time effectively
- Collaborative and diplomatic working style
- Proficient computer knowledge of Word, Excel, Outlook
- Appropriate and up-to-date clearances

Salary will be commensurate with experience.

Please send resume and cover letter to:

Catena Bergevin, Managing Director  
[catena@kelly-strayhorn.org](mailto:catena@kelly-strayhorn.org)

No phone calls please.