

The Community House

Position Agreement

"Agreement to fulfill the accountabilities of the job"

Job title: Stage 284 Director of Education

Reports to: Artistic Director

Hourly Rate

**Type of position:
Part-time**

Hours: up to 20 hours per week

Results to be achieved by this position:

Your high level of performance is critical to the smooth and successful operation of The Community House and Stage 284. Our commitment is to consistently provide high quality arts and enrichment opportunities for the residents of Hamilton, Wenham, and the greater North Shore. You are a key team player and visionary and support the delivery of results. You enable the organization to efficiently and effectively support the community, drive revenue, and exceed our constituents' expectations.

Standards for this position:

1. In the absence of the Exec. Director & Artistic Director S284 runs smoothly and efficiently
2. Greet every employee, actor, volunteer, and visitor enthusiastically and with respect
3. Professional presentation and appearance
4. Keep in confidence all business and client information (written and verbal)
5. Consistent positive feedback from coworkers and constituents
6. Being on time and having excellent attendance
7. Develops & Maintains program standards
8. Ensure all classes and events are executed smoothly and efficiently
9. Consistently meets or exceeds the expectations of program participants
10. Meets or exceeds budget expectations

Work requirements for this position:

- Assists in creating marketing materials and marketing plan for enrollment
- Enrollment oversight for all education programming
- Solicitation, interviewing, and hiring of staff when/ if necessary
- Creation and implementation of all S284 curriculum
- Development and manage curriculum and lesson plans from all teachers
- Support the arts curriculum of The Kids Community @ 284
- Ensure quality of teaching through observation of classes
- Fill in when needed in classes, workshops, and programming
- Participate in and support S284 Youth Company programs
- Attend routine meetings with Artistic Director

Other/special requirements for this position:

1. Must work flexible schedule (nights and weekends required)
2. Consistently positive attitude
3. Take direction
4. Self-starter
5. Great people skills
6. Open minded and optimistic
7. Innovate- Suggest ways to make things better/more efficient

Reviewed and agreed to by (employee):

Name:

Date: