Position: Education Manager  
Reports to: Executive Director  
Classification: Full-time  
Salary: Starting at $48,000 or negotiable per experience  
Benefits: PTO, Sick Days, Partial Health Insurance Reimbursement

Mission Statement: GALA (Grupo de Artistas LatinoAmericanos) Hispanic Theatre is a National Center for Latino Performing Arts in the nation's capital. Since 1976, GALA has been promoting and sharing the Latino arts and cultures with a diverse audience, creating work that speaks to communities today, and preserving the rich Hispanic heritage for generations that follow. By developing and producing works that explore the breadth of Latino performing arts, GALA provides opportunities for the Latino artist, educates youth, and engages the entire community in an exchange of ideas and perspectives.

Duties and Responsibilities:

- Oversee and facilitate daytime student matinees, including bookings, processing invoices, sales, and day-of logistics.
- Facilitate communications via newsletters, emails, and other avenues
- Facilitate post-show discussion conversations with engaging questions for young audiences of varying ages.
- Oversee budgeting and performance of Paso Nuevo program, an after-school and summer bilingual program.
- Update and maintain overall department calendar, including student matinees, due dates, Paso Nuevo dates, etc.
- Collect, maintain, and report progress of educational programming for grant reports, including numerical and budgetary data and anecdotal feedback.
- Oversee grant reports and contribute to grant proposals as needed.
- Supervise monthly budgetary tracking and reporting, including current financial results and budget performance forecasting.
- Develop study guides, lesson plans, and other supplemental learning resources pertaining to GALA programming.
- Oversee and manage summer and school year internships.
- Assist marketing department by providing up-to-date information on programming and website updating.
- Respond to requests for information, project proposals, etc.
- Help to develop and maintain mutually beneficial partnerships and cooperative relationships with neighboring schools, universities, and other organizations.
Skills and Qualifications:

- English/Spanish bilingual required.
- Proof of COVID-19 vaccination is required.
- Experience in theatre, public speaking, and/or theatre artist experience highly preferred.
- Strong research and writing skills in English and Spanish.
- Direct experience managing budgets.
- Excellent computer software skills: Ticketing systems, Mailchimp, Microsoft Office, Google Suite, etc.
- Excellent time management skills and attention to detail, ability to take initiative and manage multiple tasks.
- Excellent administrative and interpersonal skills.
- Must be able to pass a fingerprint and criminal background check.

To Apply:

- Please send cover letter and resume/CV to galatheatredc@gmail.com with subject line: Education Manager. Desired start date: May 2, 2022. Please apply as soon as possible. Training provided in early May.

GALA Hispanic Theatre is committed to diversity in the workforce and is an equal opportunity employer. We do not discriminate in any employment decision based on race, color, creed, sex, religion, age, marital or veteran’s status, national origin, disability, sexual orientation, or any other basis prohibited by local, state or federal law.

Additional Information: The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.