



# THE NATIONAL THEATRE

WASHINGTON, D.C.

## Education Programs Manager

The National Theatre, Washington, D.C.

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**Posted:** March 17, 2023

**Location:** District of Columbia, United States

**Position:** Administrative

**Field:** Arts Administration, Theatre Management, Programs, Education, Other fields

**Salary:** \$52,000 - \$58,000

**Benefits:** Health and dental insurance; paid-time off/vacation; retirement plan.

**Additional Benefits:** Hybrid work schedule

**Website:** <http://www.nationaltheatre.org>

**Application Deadline:** April 10, 2023

**Category:** Office administration, Other administrative, Programs and education

**Employment Level:** Full-time

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### POSITION SUMMARY

The Education Programs Manager is responsible for ensuring successful planning and execution of The National Theatre Foundation's (NTF) community programs. Primary job responsibilities will include: 1) Managing day-to-day coordination for three free programs: *Saturday Morning Live! At The National*, *Community Stage Connections*, and *Teens Behind the Scenes*, 2) Working in collaboration with the Director of Operations to carry out programs based on five year programming plan, and 3) Creating new Community Program Plans for each fiscal year, and other duties as assigned.

Anticipated work balance is 65% Programming Operations and 35% Program Planning.

This is a full-time, in-person, exempt position, located in Washington, DC. NTF's offices follow a hybrid work schedule with two to three days in the office and two days of remote work. This position reports to the Director of Operations.

### PRIMARY RESPONSIBILITIES

Program Operations:

- Manage all day-to-day logistics for the three community programs: *Saturday Morning Live!*, *Teens Behind the Scenes*, and *Community Stage Connections*.



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- Maintain positive relationships with all artists and program partners.
- Maintain consistent communication with existing program partners through email, phone, zoom and in person meetings.
- Draft and track contracts for all teaching and performing artists
- Schedule performances for each program in accordance with NTF and program partners' availability.
- Maintain comprehensive files and data, including program budgets, contracts, and demographics for each community program.
- Collect and manage qualitative and quantitative data on all community programs
  - o Track audience attendance and develop and refine survey practices.
  - o Support the Development team by providing quantitative and qualitative data on the community programs for grant reporting and applications.
- Create and manage program budgets with oversight from the Director of Operations.
- Supervise NTF dramaturgs and part-time Program Facilitators.
- Create and execute marketing plans for all community programs including working with NTF's digital media advisor to create flyers, update the website, create email campaigns, and run social media ads.
- Attend performances and program events as needed.
- Ensure EDI/anti-racism efforts are incorporated into all community programs initiatives.
- Support other programmatic initiatives as needed.

## Program Planning

- Conduct research and recommend new initiatives to enhance NTF programs.
- Plan an annual season theme and artist line up for of the *Saturday Morning Live! At The National* program.
- Research and conduct outreach to bring new venues and artists to the programs.
- Research industry trends to continue to refine The National's programming.

## **REQUIRED EXPERIENCE AND SKILLS**

- 3-6 years of professional experience in community programs, outreach, special events, or theater education. Or equivalent higher education.
- Excellent communication and interpersonal skills, verbal and written.
- Strong organizational, accountability, project, and time management skills.



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- Ability to work independently and as part of a small team
- Ability to successfully handle multiple priorities with attention to details while remaining flexible, proactive, and highly professional.
- Ability to problem solve creatively with limited resources.
- Ability to liaise with key stakeholders, including artists.
- Proficient in Microsoft Word, Microsoft Outlook, Microsoft Excel, PowerPoint, and internet research.

## **ADDITIONAL REQUIREMENTS**

- Ability to lift items up to or more than 40 lbs.
- Must be able to work occasional weekend and evening hours as needed.
- Occasional travel to partner venue locations within the DC metro area may be required from time to time. Travel cost reimbursements will be discussed based on the need and the frequency of the travel.

## **APPLICATION INSTRUCTIONS**

Please submit a résumé and letter of interest highlighting relevant experience to [jobs@nationaltheatre.org](mailto:jobs@nationaltheatre.org). No phone calls please.

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*The National Theatre Foundation is an equal opportunity employer committed to practicing and promoting equity, diversity, inclusion, and anti-racism in our operations and in our programs. In particular, NTF seeks a racially diverse staff team to mirror the diversity of the DC metropolitan area.*

## **ABOUT THE NATIONAL THEATRE FOUNDATION (NTF)**

Since its opening in 1835, just blocks from the White House, [The National Theatre](#) (The National) has premiered landmark American musicals, including *West Side Story* in 1957; hosted presidential inaugural balls; and played a significant role in important national events. Deeply steeped in the history of the United States, it was at The National that President Lincoln watched the Washington debut of John Wilkes Booth in the title role of Shakespeare's *Richard III*. The original theatre was reconstructed several times in the 19th century following a number of fires. The current building had its first performance in 1923 and in the early 1980s, the theater underwent a major renovation. The refurbished theater opened in 1984, with President and Mrs. Reagan attending a gala benefit performance of David Merrick's *42nd Street*. Simply put, few theatres in America have the history, prestige, and continuing vitality of The National Theatre.



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The National has welcomed almost every major theatrical star in United States history. It strives to be the “Stage for the Nation,” by presenting the highest caliber of performing arts genres, ranging from Broadway productions to popular entertainment and award-winning educational programming. The National’s 2022-2023 season includes nine Broadway productions along with our three primary community education programs: (1) *Saturday Morning Live! At The National*, a series of free educational programs for children; (2) *Community Stage Connections*, a free program that brings theatrical and musical performances throughout the District of Columbia and surrounding communities that experience barriers to accessing the arts; and (3) *Teens Behind the Scenes*, which provides DMV-area (District of Columbia, Maryland, and Virginia) high school students interested in the performing arts with free tickets to Broadway productions and talk-backs with theatre professionals. Given the diversity of the DMV area, a particular focus of our community education programs is engaging children and youth from racially minoritized and economically disadvantaged communities. During the pandemic, all of our programs pivoted to a virtual online format. We are now beginning to transition back to in-person performances.

The National has two performance venues—the main theatre, with a capacity of approximately 1,700, and the Helen Hayes Gallery, an intimate 125-seat performance space ideal for educational programming and smaller performances. The National also has an extensive collection of archival materials, including playbills, photographs, articles, and posters. Plans for proper storage, access, digitization, and display are currently under development.

While its name may suggest otherwise, The National does not receive government funding. The historic building is privately owned and leased to The National Theatre Foundation (NTF)—a 501(c)(3) nonprofit organization established in 1974 and governed by a 15-member Board of Directors. Sandy “Charles” Wilkes serves as Chairman of the Board. NTF’s fiscal year 2022 operating budget is more than \$950,000, with approximately 75 percent coming from contributed revenue and 25 percent in earned revenue. This does not reflect capital improvement funds, with recent annual expenditures of \$500,000. NTF is responsible for community engagement, oversees educational programs, and preserves The National and its extensive archives. Among other responsibilities, NTF’s staff manages The National’s relationship with National Theatre Group (NTG). NTG is an affiliate of Nederlander National Markets, which is responsible for the “Broadway at the National” season each year. NTG/Nederlander National Markets is the sole presenter on the Main Stage.

NTF’s strategic planning is focused on further deepening its identity, supporting NTG’s Main Stage presentations while expanding our own community engagement programs, and communicating The National’s rich history in order to distinguish The National among DC’s vibrant performing arts scene. NTF’s corresponding strategic initiatives in the coming years include bringing The National’s archives and history to the public’s attention, increasing its



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organizational capacity, expanding its economic model, increasing its strategic partnerships, and formulating a communication plan that tells the compelling, inspiring story of The National.