

# CAREER OPPORTUNITY

## EDUCATION AND COMMUNITY ENGAGEMENT MANAGER

**Department:** Education and Community Engagement  
**Reports to:** Director of Education and Community Engagement  
**Location:** Dallas Arts District

The Education and Community Engagement Manager is responsible for the implementation and evaluation of AT&T Performing Arts Center's education and community engagement programs and promotes the Center's commitment to inclusion as its ambassador in the community.

### **Responsibilities:**

- Collaborates with the education team and all Center departments to schedule, plan and execute all aspects of Center education and community programs
- Establishes and builds relationships with school district administration, principals, teachers and teaching artists
- Cultivates and nurtures relationships with key partner organizations
- Authors classroom didactics and curriculum for workshops
- Recruits, trains, supervises, and evaluates teaching artists
- Oversees Community Partners, the Center's ticket access program currently serving 13 social service agencies
- Works cooperatively with the education team to devise and execute new programs and special projects
- Tracks and evaluates metrics for all education and community engagement initiatives
- Supervises and manages two education team members
- Represents department at internal/external meetings, as needed
- Other duties, as assigned

### **Education and Experience**

- A bachelor's degree, with an emphasis on the performing arts and/or education preferred, and/or extensive professional experience in the field of arts education and/or community development

### **Qualifications**

- Demonstrates knowledge of sound educational practices for both K-12 and adult populations.
- Fluency in Spanish is a plus.
- Able to establish priorities and manage multiple projects simultaneously in a fast-paced environment; high attention to detail; ability to delegate while assuring a level of quality expected by the Center

- Ability to work with culturally diverse populations and a variety of community stakeholders and audiences.
- Intermediate knowledge of Tessitura or experience with similar database systems.
- Requires extensive writing, research and content creation.
- Flexibility to work outside a 8-5 office framework as many of the Center's education and engagement programs are tied to programming on weeknights and weekends

AT&T Performing Arts Center is an equal opportunity employer and is committed to the belief that each individual is entitled to equal employment opportunity.

**For immediate consideration, send cover letter, resume and salary requirements.**

**By Email:** careers@attpac.org

**By Mail:** Human Resources AT&T Performing Arts Center  
700 North Pearl Street, Suite N1800 - Dallas, TX 75201

## **ABOUT THE AT&T PERFORMING ARTS CENTER**

The AT&T Performing Arts Center is a nonprofit foundation that operates and programs a 10-acre campus comprised of three premier performance venues and a park in downtown Dallas. Audiences enjoy the best and most recent from Broadway and off-Broadway; the finest dance companies from across the globe co-presented with TITAS Presents; top concerts, performers and cutting-edge speakers; and through the Elevator Project, the Center presents the best of the city's small and emerging arts groups on its stages. Thousands of students explore and more deeply experience the arts through the Center's education program, Open Stages. The Center also offers free programming for audiences from every part of the community.

**The Center's mission** is to provide a public gathering place that strengthens community and fosters creativity through the presentation of performing arts and arts education programs.

**The Center's culture** is to focus on the values that guide its people's actions. The Center's Core Values are to passionately pursue our mission by being:

**Achievement Focused** - Committed to the advancement and cultivation of the Performing Arts in Dallas

**Community Minded** – Actively fostering and participating in meaningful community interactions

**Customer Service Driven** – Dedicated to the service of internal and external constituents so that all want to return

**Flexible** – Willing to change to achieve results

The Center's five resident companies are among the city's leading arts institutions: Anita N. Martinez Ballet Folklorico, Dallas Black Dance Theatre, The Dallas Opera, Dallas Theater Center and Texas Ballet Theater.

Designed by internationally acclaimed architects, the Center's campus includes the Margot and Bill Winspear Opera House, Dee and Charles Wyly Theatre, Annette Strauss Square, and Elaine D. and Charles A. Sammons Park are some of the finest performance venues in the world.