

Education Assistant Job Description:

Supervisors: Education Administrator & Education Director

Job Purpose: Work under Education Administrator and Education Director to assist with ongoing needs of the department. Duties and responsibilities will flex with the needs of the department throughout the season. The Education Assistant position primarily provides administrative support for the department.

Duties & Responsibilities:

- Support the ongoing operations of the Education Department
- Provide administrative support including copying, filing, printing, and emailing
- Creating and sending weekly marketing e-blasts
- Updating website pages
- Communicating with teachers, families, education artists, and answering general inquiries
- Assist in the planning, promotion, and execution of Education classes, workshops, camps, school/outreach programs, and events
- More specific duties may include, but are not limited to:
 - Create and post content for Portland Stage social media accounts
 - Running check-in for various programs
 - Edit images on PhotoShop
 - Coordinating with teachers and education artists for school/outreach programming, scheduling, and helping with set up and implementation of these programs
 - Reserving and booking tickets for student matinees
 - Assisting with house management during student matinees
- There is a possibility of teaching and performing opportunities for pre-K-12 students if this matches the applicant's skills and interest.

Qualifications:

- Experience in Arts/Non-Profit Administration, Teaching, and/or in Education is strongly preferred
- Background in Theater/Performing Arts is strongly preferred
- Team player with strong problem-solving abilities and ability to work independently
- Strong communication and interpersonal skills
- Experience with email marketing software, particularly Feathr, is a plus
- Demonstrated time management and organizational skills
- Acute attention to detail
- Flexibility, creativity, curiosity, positivity, and resourcefulness
- Strong knowledge of Microsoft Office and Google Suite
- Ability to pass a background check that shows you are safe to work with children
- A love of theater games is a huge plus!

Working Conditions:

- This is a part time, hourly position
- Schedule is roughly 10 hours a week (we will work with the Education Assistant to determine what days/times work best. Work week may sometimes include Saturdays from October-November and January-March)
- The work environment is the Portland Stage office, which is temperature controlled and requires stair access
- A desk is provided with a computer and access to printers, a copier, a phone, and wifi enabled internet. Computer will have basic software necessary.
- Education Assistant can work from home when applicable

Physical Requirements:

- Mobility: ability to sit, stand, climb stairs
- Ability to look at electronic screen for extended periods of time

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Job Type: Part-Time/hybrid