

ENRICH

ENLIGHTEN



EDUCATE

ENTERTAIN

**ARTISTIC & EDUCATION FELLOW
12 MONTH POSITION (2020-2021)**

Immediate Supervisor(s):	Associate Artistic/Education Director
Schedule:	TBD
Stipend:	\$150/wk
Housing (if needed):	Shared Room, kitchen and bath
Start Date:	September 3, 2020
End Date:	August 27, 2021

STATEMENT OF POSITION:

The Artistic & Education Fellowship is designed for early career artistic administrators/educators looking to further explore the field through intensive, hands-on experience. The Fellow will assist the Artistic Director and Associate Artistic/Education Director in administrative operations of the Artistic and Education departments as well as serve as teaching artist for educational programs and assist directing the Hangar Winter Holiday Show. Fellow will work Front of House positions at all Hangar Theatre Company events with opportunities to learn house management, box office, and concessions procedures. The ideal candidate will work well in a team environment, have excellent communication skills, be highly organized and conscientious, and will be able to multitask. This Fellowship is designed for anyone interested in artistic leadership and education.

RESPONSIBILITIES:

- Reading scripts for Mainstage and KIDDSTUFF programming
- Assisting in the pre-production process for Mainstage and KIDDSTUFF programs
- Assisting in the production of Mainstage and KIDDSTUFF summer season
- Shadowing, assisting, and serving as a teaching artist for Hangar Education programs
- Working with the Ed Dir on the development and implementation of education programming, as well as program assessments
- Attendance and minute taking for Artistic and Education meetings
- Front of House duties at all Hangar Theatre Company events and rentals
- Serving as Front of House Manager for The Wedge series
- Assisting Hangar Drama League Directing Fellow in producing Wedge series
- Administrative duties such as company management and supply pick-up as needed
- Assisting with Company Management during off-season and Winter Holiday Show
- Other duties as assigned

QUALIFICATIONS:

- Self-motivator with strong management and leadership skills
- Strong verbal and written communication skills
- Teaching experience; a passion for arts education
- Enjoys working with other people and students
- An interest in artistic leadership/programming strongly preferred

REQUIREMENTS:

- Undergrad degree
- Valid driver's license with vehicle
- Proficient computer skills (knowledge of Microsoft Office, Dropbox, and Google applications)
- Capacity to solve problems and engage in creative thinking
- Excellent interpersonal, teamwork, and customer service skills
- Proven ability to work independently and collaboratively in a fast paced, rapidly changing environment
- Ability to work long hours and to manage an irregular schedule