

Education & Engagement Manager

The Aurora Civic Center Authority (ACCA), an innovative organization located on Stolp Island in the Fox River in the heart of the richly diverse community of historic Aurora, Illinois (one hour from downtown Chicago), is seeking an Education & Engagement Manager. ACCA is the parent organization, which also includes a 501(c)3 arm under the name of Paramount Arts Centre, Inc. It operates three performance venues: the 6,000-person RiverEdge Park, the 1,843-seat landmark Paramount Theatre, and the 165-seat, newly renovated Copley Theatre. ACCA produces and presents over 500 performances each year, including star-studded touring productions, a self-produced Broadway Series of musicals and the self-produced Bold Series for an annual audience of 350,000 patrons from over 250 communities. ACCA proudly operates the Paramount School of the Arts in the new John C. Dunham Aurora Arts Center, right next door to Paramount Theatre in downtown Aurora. Paramount Theatre also hosts free community events, \$1 Classic Movie Mondays and its opulent interiors provide a spectacular backdrop for private functions such as wedding receptions or corporate galas. Across the street from Paramount Theatre are the gorgeous Meyer Ballrooms, which play host to multiple wedding receptions and rental events throughout the year.

The Aurora Civic Center Authority is committed to being a defining catalyst for personal and community transformation by:

- making the performing arts accessible for every age and socioeconomic background,
- introducing the magic of live theater across generations to encourage expansive imaginations and broad views of people and the world,
- and contributing to the future stability and growth of Aurora's downtown.

The highest purpose of any theater is to inspire its community toward a more perfect humanity. Such humanity can exist only when every member of the community is included and valued, empowered and heard. To express this truth, ACCA commits its leaders, volunteers, artists and staff to the active, continual and accountable pursuit of the following principles: equity, inclusion and diversity.

ACCA truly believes and lives by its mission statement and its commitment to equity, social justice and inclusion.

DEPARTMENT – Education and Community Engagement

DIRECT REPORTING – Director of Education and Community Engagement

WORKS CLOSELY WITH – School Manager, Development, Artistic, Production, New Works.

POSITION STATUS & SCHEDULE – Full Time Exempt, generally 40+ hours a week; Fall/Spring trimester schedule 10 am-6 pm with occasional closing (9pm) shifts; Summer trimester hours 8am-4 pm; occasional weekend shifts required.

COMPENSATION – Annual salary starting at \$50,000 with an excellent benefits package.

HIRE DATE – July 10, 2023

POSITION SUMMARY – The Education and Engagement Manager (EEM) will be responsible for outreach within our community on behalf of PSA and ACCA. They will serve as a manager of school performance productions and our Theater for Young Audiences (TYA).

GENERAL RESPONSIBILITIES – The EEM will establish partnerships with area schools (elementary, middle, high school, and college) for programming opportunities that include residencies, workshops, programs on demand and more. They will also be committed to engaging other organizations and groups within our community to collaborate with PSA and ACCA for creating a more diverse, equitable, and inclusive community for all.

KEY RESPONSIBILITIES –

- Establish and nurture teacher/school relationships within PSA.
- Establish partnerships with area schools:
 - Maintain a current list of fine arts program leaders at each school.
 - Create residency, workshop, programs on demand, and other partnership opportunities with surrounding schools (elementary, middle, high school, and colleges).
 - Schedule and staff the above-mentioned programs.
 - Create and collect survey data for these programs to report to appropriate departments for research and development.
 - Teach workshops as needed or work to staff appropriate workshops based on the participating school's needs.
- Responsible for drafting yearly budgets for engagement and educational programs.
 - Invoice for appropriate programs like residencies or programs on demand.
- Develop and execute big goals for school relationships.
- Serve as manager of our TYA program.
 - Manage budgets for the program.
 - Oversee payments and invoices for all staff and contractors.
 - Work with development to secure funding through grant opportunities.
 - Collaborate with the Director of New Works and the Production team to execute the production of TYA show.
 - Create, collect, and present data collected from TYA productions.
 - Work with the Director of PSA and School Manager to create and deliver education materials to the participating schools.
- Create partnerships with Aurora community organizations.
 - Create and maintain contact and data lists from events and follow up with communications as appropriate.
- Represent PSA at festivals, fairs, First Fridays, and other community events.
- Create marketing and social media content for the school, programs and events.
- Assist in the creation and evaluation of PSA curriculum.
- Maintain ASAP records/notes/accounting for engagement events and workshops.
- Assist the Director and other management team members with daily operations of the school.
 - Act as an on duty manager during times that the school is open and at other events throughout the organization and community.
- Other duties as assigned.

In addition to the duties listed above, ACCA expects the following of each employee: adheres to ACCA's policies and procedures; works in a safe manner; performs duties as workload necessitates; maintains a positive and respectful attitude; communicates regularly with supervisor about department issues; demonstrates efficient time management and prioritizes workload; demonstrates regular and consistent attendance and punctuality; meets productivity standards; participates in ACCA events as needed or required; and completes other duties as assigned.

REQUIRED EXPERIENCE, SKILLS and ABILITIES –

- Management, leadership, and hiring experience
- Customer service experience
- Excellent verbal and written communication skills
- Fluency in Spanish language is preferred, but not required
- Experience in the arts or arts education is preferred, but not required
- Intermediate computer skills
- Adobe Creative Suite (experience helpful, but not necessary)

HOW TO APPLY

Please submit a cover letter and resume using the online job application at <https://paramountaurora.com/opportunities/> or click on the link below.

Please provide 3 professional references with your resume and cover letter.

[APPLY FOR THIS JOB ONLINE](#)

Or mail/drop off to: Aurora Civic Center Authority, ATTN: (Jessica Duplessis), 8 East Galena Blvd., Suite 230, Aurora, IL 60506

ACCA is an Equal Opportunity Employer committed to creating a diverse and inclusive environment, and applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, age, disability status, marital or familial status, veteran status, or any other characteristic protected by law. ACCA encourages people of all backgrounds to apply, including people of color, women, LGBTQ individuals, people with disabilities, veterans, and others who are eager to help us achieve our vision of a diverse and inclusive community.

ACCA participates in E-Verify and will provide the federal government with your Form I-9 information to confirm that you are authorized to work in the U.S. If E-Verify cannot confirm that you are authorized to work, ACCA is required to give you written instructions and an opportunity to contact Department of Homeland Security (DHS) or Social Security Administration (SSA) so you can begin to resolve the issue before the employer can take any action against you, including terminating the employment. Employers can only use E-Verify once you have accepted a job offer and completed the Form I-9.