



## JOB OPENING

Education Director/ Associate Artistic Director

**GENERAL JOB DESCRIPTION:** This individual reports to the Executive Director and is responsible for collaboratively implementing the education vision and serves as a collaborative partner in the artistic mission of Waterloo Community Playhouse/Black Hawk Children's Theatre. This is a very hands-on position as the successful candidate will continue to grow our educational programming while working collaboratively with artistic staff, casts, and technical team including contract professionals and volunteers. The professional in this position will embrace our organization's mission, goals, and values including inclusivity, artistic growth, and community awareness.

### **WHAT WE EXPECT:**

1. Leads the educational mission of WCP/BHCT through support of current programming and development of further opportunities.
  - A. Teaches several classes or workshops for WCP/BHCT throughout each season.
  - B. Procures and mentors capable teaching artists when needed.
  - C. Develops educational season and overall curriculum
2. Will direct 4-5 WCP/BHCT productions each season in a manner consistent with the mission and vision of the WCP/BHCT Company.
  - A. Interprets each script, conducts research about its time, place, setting and characters; prepares for auditions, casts the production, notifies all individuals who auditioned, writes rehearsal schedule, plans the show's blocking on paper, plans and runs rehearsals, guides the actors in their work during rehearsals, supervises run of production.
  - B. Consults with the Executive Director and Production Manager for recruitment, review and selection of any temporary staff (such as musical directors, choreographers, or teachers).
  - C. Collaborates with Artistic Staff to develop and implement the design strategy for each show.
  - D. Attends most performances and all strikes.
  - E. Acts as mentor to contract directors.
3. Supports the artistic activities of WCP/BHCT.
  - A. Offers suggestions for season offerings and aids our Artistic Advisory Council.
  - B. Provides monthly reports to the Executive Director to give an update on WCP/BHCT artistic activities.
  - C. Attends meetings of the Board of Directors and other committees or meetings, when requested.
  - D. Serves as WCP/BHCT spokesperson through speaking engagements; fosters good relations with other cultural and community organizations by participating in meetings and joint activities; acts as the spokesperson for upcoming productions.
  - E. Actively participates in long-range planning for productions/activities for WCP/BHCT
4. Performs other duties as deemed necessary by the Executive Director.

**Required Qualifications:**

- B.A. degree in theater or related field from an accredited college or sufficient professional experience
- Experience in producing theatre, preferably across a range of technical departments and genre of theatrical types – i.e. straight plays, musicals, classical theatre, children’s theatre
- Proven expertise in production budgeting and financial control
- Commitment to achieving high standards within limited resources
- Strong team leadership skills and success in a leadership role in the nonprofit arts sector
- A flexible approach to working, including the ability to work unsocial hours
- Successful record of planning and prioritizing work effectively
- Commitment to the work of community theatre including collaborating with a diverse artistic community including staff and volunteers of all ages, genders and ethnicities to produce high quality theatre
- Ability to climb stairs, use ladders, work on catwalks above the ceiling of the theater and above the stage, and lift/carry up to 50 pounds
- Demonstrated awareness of current trends in theatre

**Preferred Qualifications:**

- Experience collaborating with a variety of partners
- Terminal degree in theatre
- Knowledge and background in any other technical area of theatre production
- Exhibit computer literacy skills

**To Apply:** Please send résumé/CV, cover letter, references, and portfolio (if available) to: [jobs@wcpbhct.org](mailto:jobs@wcpbhct.org)

or: Search Committee

WCP/BHCT  
224 Commercial Street  
Waterloo, IA 50701

We will accept applications through January 30, 2026

Financial compensation - \$45,000-\$49,000 annually.