McCarter

Job Posting

POSITION: Education Associate
DEPARTMENT: Education
CLASSIFICATION: Full-time; Annual; Exempt
REPORTS TO: Director of Education
PAY: $43,000.00

BENEFITS INCLUDE: Medical, vision, and dental insurance, flexible spending accounts, paid vacation, sick and personal time, paid staff holidays, life insurance, long-term disability insurance, employee assistance program (EAP), and a 403(b) retirement plan with employer match, as well as other perks.

LOCATION & SCHEDULE: This is an in-person/virtual hybrid position reporting to our administrative offices located at 91 University Place in Princeton, NJ. In-person requirements are based on departmental needs and staff meetings. Regular business hours are Monday thru Friday, 10am – 6pm. Regular Saturdays, as well as some evenings, and holiday hours, will be required dependent on class schedules, and will be scheduled as far in advance as possible.

Organizational Summary
McCarter Theatre Center, centered between New York City and Philadelphia on the campus of Princeton University, is a creative and intellectual hub that inspires conversations, connections, and collaborations in our communities. We lead with justice and joy, and we seek beauty in belonging. McCarter is an independent, non-profit performing arts center that creates and curates engaging performances, education programs, and community partnerships. As a performing arts center, in addition to presenting artists both nationally and internationally, McCarter also produces its own theatrical events as part of our Theater Series. Shows in the Theater Series are produced “in-house” and unlike our presented events, run for several weeks.

McCarter is an equal opportunity employer committed to hiring, supporting, and promoting a diverse workforce and inclusive culture. McCarter is committed to fostering a diverse, anti-racist company and have begun that work in earnest; this work goes beyond our staff and production teams and includes engaging, educating, and cultivating a broad range of audiences, making the arts accessible to all people, and presenting a variety of entertaining and thought-provoking programming across disciplines. As such, McCarter seeks team members who: contribute to a diversity of backgrounds and experiences to support an expansive artistic vision; are committed to engaging in ongoing anti-racism and anti-oppression work collectively and individually; value collaboration, flexibility, and an openness to continuous personal and professional growth. Please review our staff-written Framing Statement on equity, diversity, inclusion, and accessibility, linked here.

Position Summary
The Education Associate supports projects across multiple program arcs, including in-school, after school classes, summer camps, community partnerships, and occasional audience engagement events. The Education Associate offers logistical support across these programs through project coordination and scheduling; maintenance of internal calendars and student paperwork; contracting teaching artists and partner organizations; communicating information to parents and teachers as needed; and assisting with production and stage management needs. In addition, the Education Associate offers curricular support to staff and teaching artists through observing and assisting class sessions, participating in curriculum planning conversations, and occasionally co-teaching or lead-teaching programs when appropriate.

Principal Job Responsibilities
• Supports teaching artists in school programs, community partner programs, and select other residency programs with planning, scheduling adjustments, curriculum delivery, survey collection, travel coordination, and teacher
communication. Attends sessions and final performances of select residencies to function as primary McCarter presence for administration. Regularly communicates with the Director of Education about student and teaching artist progress, challenges, and changes observed in off-site programs. Offers support or facilitates check-ins between teaching artists and education staff.

- Coordinates after school administration including roster management, medical forms, supply prep, and regular parent communication. Assists with the contracting and payment process for teaching artists, schools, assistants, and designers. Participates in planning and scheduling after school and summer camp programs and supports curricular conversations with teaching artists.
- Oversees residency and after school programs; gathering, updating and archiving script materials; coordinating/delivering production elements; being present at assigned performances to ensure all tech elements, teacher relationships, and teaching artist needs are attended to.
-Teaches, assists, or co-teaches occasional after school classes or residencies, as schedule allows
- Oversees student matinee logistics such as bus maps, day-of planning, etc.
- In collaboration with the Director of Education, helps develop project budgets, and provides updated financial and class information to support tracking and maintenance of departmental income and expenses.
- Works in partnership with the Director of Education to design, calendar, staff, and implement in-school programs, community programs, student matinees, summer camps, and special events, as needed. Collaborates with educational planning, program strategy, curriculum design, and project investigation.
- Maintain consistent awareness of institutional events, meetings, and other information via company email and other modes of communication.
- Support and engage in safe working practices and follow all McCarter safety and code of conduct policies
- Participate in the work to make McCarter an anti-racist theater. Actively seek ways to improve our work practices to make the Education department more Equitable and Inclusive, while upholding and exhibiting our stated values of Justice and Joy, Beauty, and Belonging.

**Work Environment**

- In-person work will primarily be completed in the administrative offices at 91 University Pl, Princeton, NJ in a shared office space. Some work will be done in other spaces/rooms, including outdoors e.g. Summer Camp
- May need to lift and carry items up to 10lbs.
- Will need to move and engage in physical activity for long periods of time e.g. 4 – 5-hour intervals

**Qualifications**

- Ability to work in an on-site/off-site hybrid environment
- Experience working collaboratively within a team, while also functioning independently, as needed
- Experience working with groups of children and other staff members
- Ability to take charge of a situation, delegate, and multi-task as necessary
- Possesses a confident and approachable personality with excellent leadership skills
- Superb attention to detail and proactive nature
- Ability to problem solve creatively, in a time-sensitive environment
- Must be a team player and thrive in a collaborative environment with a good sense of humor
- Critical consciousness and/or open curiosity around EDIA and antiracism work, with a history or willingness to invest in inclusive work culture
- Ability to collaborate with diverse needs, personalities, and work styles with optimism and a solution discovery mindset
- Led by our core values, McCarter fosters and expects a culture of care and respect for the wellbeing of our staff. Individuals are strongly encouraged to be up to date on COVID-19 vaccinations, if they are able to do so; however, due to recent policy changes vaccination is no longer required.
- Final candidate must successfully complete a background check.

**Preferred Qualifications**

- CPR/AED/First-Aid Certification
- Bilingual in English and Spanish, or other languages
- Experience working with students with special needs

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as of 7/21/23
These job responsibilities may not include all assigned duties or aspects of the job described, and may be amended by McCarter at any time as needs and demands evolve.

We encourage all candidates to apply, even if they do not currently meet all qualifications. We know there are great candidates who may not have all of the qualifications listed above but possess intuitive knowledge or other fully transferable skills. If that is you, don’t hesitate to apply and tell us about yourself. McCarter is committed to on-the-job training and mentorship. We also encourage candidates who do not live within commuting distance to apply. We are eager to tell you about the area, which includes many communities and towns outside of Princeton.

If you are interested in supporting McCarter’s vision, we would love to hear from you.

Please email jobs@mccarter.org with your name and “Education Associate” in the subject line. Please submit a resume; cover letters are welcome and appreciated. Do also mention where you heard about the position; no general phone calls please. We look forward to learning more about you!

McCarter Theatre Center is committed to providing access and reasonable accommodation in the application and hiring process for individuals with disabilities if needed and requested. To request disability accommodation, please contact (609) 258-6500 and connect with Human Resources.