

Director of Education & Community Development
Job Description
February 6, 2024

Job Overview:

The Director of Education & Community Development at The UC Theatre is a key leadership role that is instrumental in driving the success of The UC Theatre's Concert Career Pathways (CCP) workforce development program and fostering community support for the organization. Reporting to the CEO & Founder, this position will play a pivotal role in shaping the future of The UC Theatre's education initiatives and deepening community development efforts, contributing to the organization's overall success and impact.

The Director of Education & Community Development is responsible for the strategic planning, management, and successful execution of educational programs and initiatives. The UC Theatre's Education programs include the Concert Career Pathways workforce development training program (CCP), Remote Extension Program (CCP-REP) and the Expansion Program (CCP-X) - see definitions below. The Director works to ensure that these programs align with the organization's mission, objectives, and standards of excellence. They also build positive mentorships with program participants and community partners that enables program participants to launch their career within the music (or other) industry.

The Director is also responsible for overseeing various aspects of Grant Management and Grassroots Fundraising through campaigns (email, direct mail, in-show etc) for engagement and cultivation to secure financial resources and support for the organization's mission and programs. This role oversees the education team (of 3) and community development team (of 2), as well as coordinates fundraising strategies to meet the CCP programs annual revenue goals.

Non-Traditional Approach

Our CCP program(s) curriculum materials and framework are designed for participants who thrive from training in a visual, tactile, hands-on experienced based workplace environment, as well as those who excel in an academic classroom setting. We designed the training program approach in collaboration with non-profit organizations on our Education Advisory Committee who work with young people from underrepresented communities. Our training program consists of beginning and advanced interactive workshops, powerpoint presentations, group role playing, written handouts/assignments, evaluations, cohort meet-ups/discussion groups, oral assessments, shadow shifts, advanced workshops, music industry tours, guest speaker series, CCP Presents Concert Series, and hands-on one-on-one training by industry professionals. We do this in order to provide information across both physical and digital platforms while encouraging students to take initiative in curating the wide range of curriculum information to align with their personal interests and/or career aspirations.

Key Responsibilities:

Program Development and Planning:

- Identify educational needs and opportunities within the organization.
- Develop and articulate a clear vision and strategy for educational programs.

- Design curriculum and learning materials in collaboration with subject matter experts and historical CCP training curriculum and framework.
- Develop, maintain and revise workshop curriculum as needed.
- Create program goals, objectives, and timelines.
- Oversee the execution of educational programs, ensuring that they are delivered effectively and efficiently.
- Recruit and manage instructional staff, including teachers, trainers, and facilitators.
- Oversee and manage the recruitment/application process for CCP, CCP-REP & CCP-X participants.
- Oversee scheduling and facilitate all in-person and hybrid Workshops and Speaker Series.
- Monitor program progress and make adjustments as needed.
- Ensure the integration of technology and innovative teaching methods.
- Manage scheduling and conduct monthly group check-ins with interns.
- Conduct bi-monthly 1:1 check-in sessions with interns.
- Maintain accurate records and up to date contact information for Alumni and program participants.
- Support CCP Expansion Program (CCP-X) and CCP Remote Extension Program (CCP-REP) activities and growth.

Quality Assurance and Assessment:

- Establish and maintain quality standards for all programs.
- Implement assessment and evaluation methods to measure program effectiveness, goal achievement and participant outcomes.
- Collect and analyze data to measure the effectiveness of workforce development programs.
- Make common sense and data-driven decisions to enhance program outcomes.
- Work with the CEO Chief Operating Officer (COO), and UCT Staff in measuring program quality.

Stakeholder Engagement:

- Collaborate with internal and external stakeholders, including, staff, speakers/trainers, participants, community partners, and funders.
- Collaborate with other departments, such as marketing, development, and operations, to support the overall success of educational initiatives.
- Build and maintain relationships with the Education Advisory Committee and Professional Partner Network to support program objectives including but not limited to job placement.
- Communicate program achievements and impact to stakeholders.
- Work with UCT Staff to develop internships descriptions/expectations/criteria and assessments.
- Work closely with department supervisors and education team to schedule shadow shifts and place interns.

Analytics and Reporting:

- Prepare reports and documentation for board of directors and funding agencies.
- Update and expand CCP Program analytics database as needed for internal organizational improvement.
- Maintain annual reports on Grantors/Donors to track trends and year over year organizational success.

Professional Development:

- Stay current with trends and best practices in music industry workforce development.
- Provide professional development opportunities for program staff.
- Foster a culture of continuous improvement and innovation.
- Create career pathways and advancement opportunities into the Music Industry for participants.
- Provide guidance on education and training options to support career growth.
- Manage and grow industry professional partner network for job placement opportunities.
- Provide guidance and mentorship to interns during show shifts.

Budget Management:

- Develop and manage the budget for the department.
- Allocate resources effectively to maximize program impact.
- Manage departmental petty cash.

Communication and Outreach:

- Collaborate with marketing to create materials and communication strategies that inspire applicants and philanthropic support.
- Identify community outreach opportunities to recruit participants and support.
- Schedule and coordinate Industry Tours with partner organizations.
- Schedule and occasionally work at the Community Outreach table during shows & events.
- Oversee program content, communications, and collateral with Community Development team

Grassroots Fundraising:

- Grant Pipeline Management and Proposal Development – work with Grant Writers to identify funding opportunities, manage compelling grant proposals, and oversee the grant application process.
- Plan, coordinate, and execute fundraising events, campaigns, and appeals.
- Cultivate and maintain relationships with individual donors, major supporters, and funding partners.
- Oversee team and strategy to increase contributed revenue, year over year.

Organizational:

- Collaborate with all departments to secure opportunities for internships and job shadowing.
- Work with the Development team to identify a pipeline of potential donors and funders.
- Review and approve payroll for department and interns.
- Collaborate with the Marketing team to execute all communications for initiatives such as call for applications, event marketing, collateral design, etc.
- Provide quarterly reporting on department activity for board and internal meetings.
- Participate in strategic planning.
- Manage internal communications to keep all staff informed on Education initiatives and workshop schedule.

Events:

- Plan activity for Education Department Events (CCP Presents, CCP Graduation).
- Conduct outreach to organizations/promoters to partner with.
- Seek opportunities for young people to engage with professionals in the music industry

- Help coordinate community minded events correspond directly with The UC Theatre's mission.

Qualifications:

- A minimum of 4 years experience working with teens and young adults
- A minimum of 4 years experience facilitating workshops and overseeing training programs
- A minimum of 4 years experience in program and curriculum development
- Experience in program quality assessment
- Experience in youth leadership development
- Experience with scheduling & calendar management
- Experience with project management platforms (Asana, Discord, Google Drive, Canva, Bloomerang)
- Experience working with young people from diverse backgrounds and historically underrepresented communities
- Must be able to work show weekends/evenings.
- Excellent Communication Skills (verbal and written)
- Several years of experience in nonprofit fundraising, including grant writing, and donor relations
- Strong leadership, communication, and interpersonal skills
- Ability to build and maintain relationships with donors, supporters, and partners.
- Proficiency in fundraising software and donor databases
- Strategic planning and project management skills
- Knowledge of nonprofit regulations and best practices
- Working knowledge and experience with spreadsheets, Google Suite, MailChimp, Hive, Wealth Engines (ie Donor Search) CRM's (ie Bloomerang, Salesforce for non-profits)
- The responsibilities required for the ongoing successful leadership, management, and hands-on execution of this position exceeds 40 hours per week.
- Helpful, but not required, to have professional experience as a live sound engineer, lighting designer, production manager, Agent, Artist Manager, FOH Manager, artist.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this position.

- *Customer Service*—the individual manages difficult customer situations, responds promptly to customer needs, solicits customer feedback to improve service, responds to requests for service and assistance and meets commitments.
- *Problem Solving*—the individual identifies and resolves problems in a timely manner, gathers and analyzes information skillfully.
- *Planning/Organizing*—the individual prioritizes and plans work activities and uses time efficiently.
- *Quality Control*—the individual demonstrates accuracy and thoroughness, monitors own work to ensure quality and applies feedback to improve performance.
- *Quantity*—meets productivity standards and completes work in a timely manner.
- *Adaptability*—the individual adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events.
- *Dependability*—the individual is consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance.

- *Safety & Security*—the individual observes safety and security procedures and uses equipment and materials properly.
- *Accounting*—the individual ensures to keep accurate records of invoices.

Salary Range: \$75k to \$85k Annually

Health Benefits

Exempt

To apply please complete the application [here](#)

About The UC Theatre – General Overview

The UC Theatre was founded in 2012 by the Berkeley Music Group (BMG) as a 501 c3 non-profit organization. We operate The UC Theatre - an independent community-minded 1,400 capacity multi-tiered live music venue, with youth education programs. Our mission is to present a vibrant, diverse, and inclusive range of live performances to advance the understanding and appreciation of music, culture, and education in the Bay Area. We provide inclusive, diverse, and culturally rich music programming as well as transformative workforce development programs.

The Concert Career Pathways (CCP) workforce development program opens the doors for young people from underrepresented communities, removing the barriers of entry toward a career track into the live music business. We teach young people ages 17 to 25 the technical, creative, and business aspects of concert and event promotion. This free, nine-month hands-on learning, experiential workforce development program develops critical and creative thinking and career skills necessary to become successful in the 21st-century workplace. Now in its 8th cohort, CCP Graduates come from diverse backgrounds which on average includes: 79% people of color, 52% female identifying, 6% gender nonconforming, 45% low income households, 33% LGBTQ+ community, and 7% are people with disabilities. Each year, at least 80% of graduates find employment 3-6 months after completing the CCP program.

The overarching goal for CCP Grads is to remove career barriers of entry/advancement into the music business for local folx as well as address challenges of economic mobility, and help them realize their aspirations, and achieve fulfilling lives, while advancing intergenerational and multicultural leadership, inclusion, and equity. In general, music industry career opportunities, like many industries in the United States, lack equity, diversity, and inclusion. The UC Theatre believes that bringing together young leaders from a variety of backgrounds with diverse perspectives will help create a more equitable and diverse industry and provide a space for underserved youth to have their voices heard by their peers, some of whom come from more privileged backgrounds, providing exposure to and immersion in diverse voices and ideas. This unique workforce development and management training program supports up-and-coming leaders of the Bay Area and beyond that hold promise for re-imagining the music industry in ways that advance intergenerational and multicultural leadership, inclusion, and equity.

CCP, CCP-X, and CCP-REP Defined

1-CCP: Since 2016 at The UC Theatre with 26 to 30 participants per nine month cohort.

THE  THEATRE
525252 5252525252525252
TAUBE FAMILY MUSIC HALL

2-CCP-X: The CCP-X program partners with local concert promotion enterprise entities around the country (local venues and festival operators) with Cohorts of 12 to 25 participants in partnership with local music venues and promoters.

3-CCP-REP: The CCP-REP (Remote Extension Program) especially addresses the challenges of economic mobility and focuses on individuals around the country from marginalized communities. They participate in a hybrid CCP program via workshops, advanced workshops, shadow shifts, and more using remote video conferencing (via Zoom) using specialized CCP/CCP-X curriculum. In Phase Two participants are assessed by a mentor for career path interests in the music business... placing participants with local professional hands-on career track paid internships at music venue locations around the country (near where they live).

Equal Opportunity and Diversity

The UC Theatre is committed to equity in its support and advocacy, and seeks to create and encourage opportunities for people of color, women, non-binary, LGBTQ+, veterans, and people with disabilities. The UC Theatre is committed to creating and upholding a safe space for its staff and customers where respectful conversations around diversity, equity, inclusion and accessibility can continue to happen. The UC Theatre makes an ongoing commitment to prioritize DEI initiatives and learn more about best practices and approaches to DEI in the live performance industry, and to provide resources and professional development opportunities to support its members in doing the same for their individual businesses.

This job description is a summary of duties which you as an employee are expected to perform in your assignment. It is by no means an all-inclusive list, rather a broad guide to expected duties. As an employee you must understand that a job description is neither complete nor permanent and may be modified at any time. At the request of management, any employee may be asked to perform additional duties, responsibilities, or projects without notice.

To apply please complete the application [here](#)