Organizational Overview: The Cowles Center is a dance and performing arts hub that promotes movement and growth for artists through supportive programs and spaces; engages audiences through dynamic performances; and educates learners of all ages through robust and inclusive education initiatives. The Cowles Center was developed and is owned and operated by Artspace Projects, Inc. Centrally located in Downtown Minneapolis, the Cowles includes the 500-seat Goodale Theater (a historic Shubert building); the historic Hennepin Center for the Arts/Masonic Temple (a home to leading dance and performing arts organizations); the state-of-the-art Target Education Studio which houses The Cowles Center’s innovative distance learning program; the TEK BOX studio theatre; and the U.S. Bank Atrium.

Title: Education Manager

Reports To: Director of Programming & Education

Classification: Full-time, Exempt

Position Summary: The Cowles Center’s robust, well-established Arts in Education program provides high quality dance education experiences to over 11,000 students each year thanks to generous funding and more than a decade of growth. The Education Manager is responsible for the execution of all education residencies and workshop programs, as well as oversight of the Student Matinee program. This position works closely with The Cowles Center’s Teaching Artists to plan professional development meetings and keep schedules organized. As The Cowles Center moves into our second decade of programming, we seek a candidate who can maintain relationships and continue to foster the existing programs, and who is equally eager to help us grow earned revenue by increasing sales and reach of these programs locally and nationally beyond the recipients we are able to serve with our grant funding. The ideal candidate will be a creative thinker and doer who is eager to work and grow.

RESPONSIBILITIES INCLUDE, but are not limited to:

Education Program Management (85%)

Residencies

- Work with schools to plan residencies that fit within their classroom curriculum as well as subsequently scheduling all activities
- Lead planning meetings
- Send out and track data for final evaluations
- Coordinate teacher orientation workshops for each grant-funded residency
- Launch yearly applications and selection process

Workshops

- Schedule all workshop requests with Teaching Artists
- Execute all MovementWise (older adult) programming
- Manage The Cowles Center’s page on CILC (Center for Interactive Learning) database

Student Matinees

- Work with MPS (Minneapolis Public Schools) to purchase tickets for all 8th grade students
Market and sell tickets to all student matinee performances
Create a study guide to introduce students to the performance
Execute day of logistics of the matinee: greet buses, coordinate seating with ushers, introduce the matinee, lead dismissal

Earned Revenue and Program Marketing Strategies

- Build and execute a marketing strategy for workshops and residencies both local and nationally
- Grow and maintain partnerships with community organizations such as; older adult facilities, adults with disabilities day programs, YMCAs, after school programs, etc.

Teaching Artist Oversight (15%)

- Coordinate three DEPTH meetings per year
- Facilitate monthly reflection meetings
- Manage individual Google Drive schedules
- Collect signed work statements
- Create check requests

Skills and Qualifications

- 3-5 years related work experience, or a combination of experience and education
- Knowledge of the diversity of the Twin Cities dance community desired, general knowledge of dance a must
- Knowledge of K-12 education systems
- Working knowledge of and/or eagerness related to expanding earned revenue opportunities related to education programming
- Able to manage and prioritize multiple projects concurrently and effectively
- Able to build relationships and effectively communicate with people across levels, functions, and culture to achieve shared objectives
- Self-motivated, creative, and able to work independently and as part of a team

Salary: $38,000-$45,000 / yr. DOQ

The Cowles Center also offers a positive work environment, excellent benefits and a mission you can stand behind.

The Cowles Center provides equal employment opportunities for all persons regardless of race, creed, color, religion, national origin, marital status, sexual orientation, or status with regard to public assistance, disability, sex, or age. Cowles Center is proud to be an Affirmative Action / Equal Employment Opportunity / Veteran / Disability employer.

How to apply: To apply, please email resume and cover letter with subject line Education Manager Application to Jessi Fett at jfett@thecowlescenter.org. The deadline for applications is February 19, 2021.