

Houses on the Moon Theater Company
Job Description - Education Coordinator

Houses on the Moon (HOTM) Theater Company was founded in 2001 with a mission to dispel ignorance and isolation through the theatrical amplification of unheard voices. Through creative workshops, original performances, post-show conversations, and accessible ticketing, Houses on the Moon unites communities through the public sharing of untold stories. To learn more about our productions and programs, please visit www.housesonthemoon.org

HOTM is currently seeking applications for a Education Coordinator (ED). To begin, this part-time, NYC-based position will require 10 dedicated hours per week, with some increased hours around special events. This position will begin at 10 hours a week, with the goal of quickly growing toward a full time position. HOTM is heavily prioritizing hiring Indigenous, Black, and Brown individuals, as well as individuals who have lived experience of the communities whose stories we tell.

Responsibilities of the position include:

- Outreaching to new schools throughout the NYC Dept. of Education (DOE) system, as well as non-traditional venues (libraries, corrections facilities, hospitals, etc.) to book performances of HOTM's plays and creative arts workshops around the themes of these plays (please refer to www.housesonthemoon.org to learn about our original works).
- Outreach to new schools in the DOE system to book short and long term creative arts residencies centered around student creation of original work.
- Act as the liaison between schools and HOTM, and lead coordination of educational programs.
- In collaboration with the Artistic Director and Managing Director, participate in the coordination of HOTM's three current educational programs by liaising with schools and community partners, recruiting students to participate in programming, coordinating teaching artist training and scheduling, and managing and ensuring quality of programming.
- Writing and submitting all reports in a timely and accurate manner; keeping track of paperwork and requirements for each residency and submitting to the appropriate body before deadline.
- Participate in a weekly zoom staff meeting.

Requirements for this position include:

- Familiarity & experience with NYC DOE system;
- An outgoing, positive and self-starting personality; the EC must be comfortable with outreaching to new partners via email, phone, and in person. The position at times will also require public speaking and the EC must be able to represent HOTM;
- Strong writing skills, with an ability to write compellingly about HOTM's programs;
- Experience with basic budgeting, invoicing and familiarity with Excel;
- Experience with and passion for artistic and creative programming;
- Experience navigating and collaborating with/within diverse cultural identities and dynamics.

Please note that HOTM will prioritize candidates who identify as Indigenous, Black, and Brown individuals, as well as individuals who have lived experience of the communities whose stories we tell.

The Ideal Candidate would have the following experience (though not required):

- Curriculum development;
- Fundraising experience;
- Experience as a teaching artist or facilitator;
- Multi-lingual/Spanish-speaker

Salary:

\$15,000 annually with potential for growth.

The Hiring Process:

Please email your resume, a cover letter and a writing sample to jobs@housesonthemoon.org with the subject line "Education Coordinator – [Your Name]" before 5:00pm on **Friday, January 27th, 2023**.

The writing sample should be 2 - 3 paragraphs maximum to a school who is experiencing challenges. You may choose from the list of bullet points below or a different challenge that you are familiar with:

- Attendance
- Housing Insecurity / Students in Temporary Housing
- New Arrivals to NYC / the Immigrant Student Experience
- Vaping and Drug Usage
- Violence in Relationships
- Gangs
- Equity and Access
- Youth/Adult Relationships

In your writing, please introduce Houses on the Moon, and discuss how our programs might address this particular challenge (please refer to www.housesonthemoon.org). We are looking to understand how you would structure outreach language, as well as make an "ask" for a meeting or collaboration. Please do not worry about being "right" about Houses' programs - we are looking to see how passionately and compellingly you write.

Our first round of interviews will take place the first half of February. Our final round of interviews will be conducted with our entire Hiring Committee. This job will begin on February 27th, 2023.