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Education and Access Associate

Summary: The Huntington Theatre Company is seeking an Education and Access Associate. The recipient of the 2013 Regional Theatre Tony Award, the Huntington Theatre Company has developed into Boston's leading theatre company since its founding in 1982. The Huntington brings together superb local and national talent to produce a mix of groundbreaking new works and classics made current each season. Led by Artistic Director Peter DuBois and Managing Director Michael Maso, the Huntington creates award-winning productions, runs nationally renowned programs in education and new play development, and serves the local theatre community through its operation of the Stanford Calderwood Pavilion at the Boston Center for the Arts. The Huntington cultivates, celebrates, and champions theatre as an art form.

CLASSIFICATION: Hourly

SCHEDULE: Weekdays, some nights, and occasional weekends

REPORTS TO: Director of Education

STATEMENT OF JOB:

The Education and Access Associate plays a vital role in supporting the Education Department with all Education and Access programs. Must be able to work independently and in collaboration with the Education team, as well as with other Huntington Theatre Company colleagues. The Education and Access Associate will provide a range of program support and teaching artist work on:

- Access Programming (Audio Description, American Sign Language Interpretation, and Open Captioning)
- Student Matinee Series and curriculum guides
- Poetry Out Loud National Recitation Contest (Massachusetts Chapter)
- August Wilson Monologue Competition
- EPIC: Empowered Performers in Conversation
- Codman Academy partnership

Job Duties may include, but are not limited to:

- Supporting Access programming and sitting on the Huntington's Access Committee
 - Attending and working Access performances as needed
- Materials prep and event support
- Website maintenance and social media updates
- Curriculum development and writing as needed
- Administrative Support as needed for all programs
- Teaching Artist for the department as needed
- Attending and working education program events including (but not limited to) student matinee performances, Poetry Out Loud, August Wilson Monologue Competition, Codman events, and EPIC events.

REQUIREMENTS:

- Bachelor's degree required in Theatre, Education, or a related field
- Two to three years of experience teaching K-12 students, high school and urban school settings preferred
- Knowledge of ASL Interpreted performances, audio description, and open caption services a plus
- Excellent writing, organizational and communication skills; meticulous attention to detail
- Ability to manage multiple deadline-oriented assignments and projects at any given time
- Ability to work effectively both independently and as a strong team member
- Good judgment and ability to handle confidential information with discretion
- Proficient in Microsoft Office and Google Drive
- Experience with ticketing/database systems (such as Tessitura) is a plus

Interested candidates should submit:

- Cover letter
- Resume(s)
- A sample lesson plan
 - References

To Nina Nicolosi
Director of Human Resources
Huntington Theatre Company, Inc.
281 Huntington Avenue
Boston, MA 02115
jobs@huntingtontheatre.org

The Huntington Theatre Company strives to attract a diverse group of candidates for employment. African Americans, Asian Americans, individuals with disabilities, individuals of two or more races, Latin Americans, Native Americans or Alaska Natives, Native Hawaiians and Pacific Islanders, veterans, and women are encouraged to apply.

The Huntington Theatre Company is an Equal Opportunity Employer and committed to Affirmative Action.

Additionally, the company provides health, dental, life, and disability insurance, as well as paid vacation, sick days, and holidays.