



# JOIN OUR TEAM!

## EDUCATION & PROGRAMS ASSISTANT

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**Position Announcement:** The historic Fox Tucson Theatre is seeking an enthusiastic, creative, detail-oriented professional, passionate about delivering exceptional opportunities for learning through participation in the performing arts. Become a member of our team at an exciting time in the live events industry, and help to grow the impact of downtown Tucson's one-of-a-kind Crown Jewel.

### **Position Overview**

The Fox's Education and Programs Assistant is responsible for supporting the planning, development, and delivery of Fox education programs; and providing administrative and operations support for Fox education programs and other special outreach and program initiatives. The position supports the Education and Outreach Manager and the full Program team with day-to-day tasks related to research, planning, communications, administration, and implementation of a variety of performing arts education, outreach, and community engagement opportunities at and emerging from events at the Fox Tucson Theatre.

### **Requirements**

Minimum 2 years work experience in education, performing arts education, performing arts management, or related field. Associate's degree or equivalent work experience. Position is contingent upon ability to pass a background check and obtain an IVP fingerprint clearance card.

### **Schedule and Start Date**

Full-time. Combination of daytime office hours plus periodic evenings and weekends as scheduled to deliver programs. Desired start date no later than December 30, 2024.

**Compensation:** \$17.00 - \$20.00/hour; plus generous benefits package

**How to Apply:** Submit cover letter highlighting interest and relevant qualifications and resume to [HR@foxtucson.com](mailto:HR@foxtucson.com); or submit via Indeed.com application portal. Preference given to applications received by November 27, 2024. The Fox Tucson Theatre is proud to be an Equal Opportunity employer. Women, BIPOC, individuals with disabilities, veterans, and those underrepresented in the live events field are strongly encouraged to apply.

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## **EDUCATION & PROGRAMS ASSISTANT JOB DESCRIPTION**

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Assist in the development of educational content and curricula for education programs conducted by Fox Tucson Theatre, including but not limited to: day camp curriculum; story times; Monsoon Literacy event; family film and family/youth mainstage series enrichment activities; workshops and classes; supplemental educational activities, resources, and guides connected to school programs; the Curious Conversations adult-enrichment series; and other educational content
- Lead and/or support the delivery of workshops and educational activities—both in schools and at the theatre— as part of Fox education programs
- Assist with the research and curation of KITT programmatic elements, including but not limited to summer camp themes, Monsoon Literacy Celebration content, and potential artists and shows
- Assist with planning and execution of major and minor events and related programs, including logistics, communications, and active participation in the events/programs themselves
- Assist with education program marketing content creation and strategies. Support grassroots communications and promotions efforts to build robust and creative outreach networks that provide greatest access and use of Fox education offerings.
- Serve as primary administrator for education program activities including distribution of sales and marketing information, communications with participants, managing reservation procedures, sharing educational resources, conducting surveys, coordinating transportation processes, and other administrative functions.
- Interface with Fox box office and finance in support of education program payment coordination
- Serve as day of show coordinator for school group arrival/departure logistics in cooperation with other Fox departments
- Provide exceptional customer service to education, outreach, and community engagement program constituents; assist with calendars and coordination; document participation and maintain program data; coordinate surveys and feedback to support accurate tracking, interpretation, and reporting of outcomes
- Assist with the development of AV materials; maintain and acquire program supplies and materials
- Assist with Fox historic tour reservations and scheduling and conduct tours as assigned
- Support Education and Outreach Manager in coordination of teaching and touring artist schedules, content, and communications
- Coordinate appearances of the Fox mascot, Kitt the Fox, including scheduling actors and caring for the costume
- Attend meetings, program planning sessions, and training for the benefit of program service delivery

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, experience, knowledge, skill, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### QUALIFICATIONS

- Enthusiasm for performing arts and performing arts education
- Ability to work with children of varied ages and diverse backgrounds and abilities
- Highly organized, with ability to coordinate and implement projects in a professional manner with both internal and external team members and partners
- Proficient with Microsoft Office Suite required; experience with database and/or ticketing software strongly preferred
- Attention to detail and the ability to prioritize multiple tasks concurrently
- Ability to work independently and as a team member
- Ability to maintain a positive attitude and calm demeanor
- Exceptional interpersonal skills in written and spoken communication formats
- Position is contingent upon ability to pass a background check and obtain an IVP fingerprint clearance card
- Full-time hours required. Periodic weekend and evening hours as necessary for program implementation

\*\*This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will.