



Job Description – Education Administrator

The Education Administrator is responsible for the day-to-day administrative duties of The Muny's Education Department. The Muny's Education mission is supported by the Crawford Taylor Education Initiative. This position reports to the Director of Education and assists in the development and facilitation of all education programs providing the highest quality of musical theatre-based opportunities for students and youth performers. The Education Administrator must maintain confidentiality and exercise discretion, demonstrate excellent customer service, set goals, be adept at creative problem-solving, and ensure an exceptional experience for all parents, students, employees, and patrons of The Muny.

The Education Administrator will assist in the administrative maintenance and advancement of the Muny's Education Programs through the following daily duties:

Primary Duties and Responsibilities

- Serve as program manager for Education Classes (i.e. Overseeing class promotion, registration, hiring of teaching artists, run-of-day, etc.)
- Process all registration forms and create class lists and contacts sheet for all programs
- Collect all receipts to track monthly expenses and submit credit card reconciliations and reimbursement requests to accounting
- Support Education Production Manager in creating, organizing and setting up all materials for audition process
- Assist Director of Education in tracking statistic and generate year end reports on each program's performance and overall effectiveness of the Initiative
- Assist Director of Education with processing student scholarships and collecting demographic information and provide the results of this information to the Development department
- Assist Education Programs Manager with processing Intern applications and setting up Intern soirees
- Create and update all lists and forms for the Youth Ensemble's Youth Coordinators
- Work with the Box Office regarding youth performers' comp ticket requests
- Serve as liaison to the Marketing Department and other departments regarding promotional, donor and/or sponsor related issues, ticketing, etc.
- Serve as liaison to the Concessions team to arrange show shirts for the youth ensemble
- Assist the Summer Intensive Program Manager with processing registrations/scholarships, booking facilities, and tracking expenses.
- Be an on-site presence to ensure a safe, positive environment and experience for the students in our care

THE MUNY



- Perform other duties as assigned

Minimum Qualifications and Skills

- Bachelor's degree or equivalent combination of education and professional experience in education, arts administration, theatre, or related subject
- 2+ years of theatre education and/or administrative office experience and classroom teaching experience is preferred.
- Must be a level-headed, multitasker, with advanced communication skills who can skillfully problem solve
- Must be able to navigate strong personalities in time sensitive and stressful situations.
- Outstanding communication and organizational skills, computer literacy, and proficiency the Microsoft Office Suite applications and Google Workspace.

Position Type and Hours

This is a full-time position. Hours may vary depending on the seasonal calendar and operational needs and will include significant evening and weekend hours. The Education Administrator must be available to attend and support all education programs, classes, workshops, auditions, rehearsals, and performances that he/she is scheduled to cover.

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