



# TEXAS THESPIANS<sup>SM</sup>

AN EDUCATIONAL THEATRE ASSOCIATION AFFILIATE

Employer of Record:



## Learning & Engagement Manager

### Position Summary

Reporting to the Executive Director, the Learning and Engagement Manager is responsible for coordinating, supporting, and delivering learning and engagement initiatives across Texas Thespians programs and events.

**In keeping with industry best practices, the Board governs and staff manages, with authority flowing through the Executive Director.** This position operates within established governance and reporting structures and does not carry independent Board authority.

The position is both strategic and execution-focused, requiring professional communication, data-informed decision-making authority, and collaboration across staff and volunteers.

### About Texas Thespians

The purpose of Texas Thespians is to create an artistic, educational, professional, and advocacy network for theatre arts educators, students, alumni, professionals, and supporters by:

- Promoting high professional standards through collaborative education
- Cultivating support to sustain and grow Texas Thespians
- Honoring excellence and achievement in theatre education
- Producing educational events, programming, and publications
- Promoting the work of Texas Thespians and its membership to the public
- Serving as the leading advocate for theatre arts education

### Responsibilities

#### Learning and Engagement Programs

- Oversee and support the coordination and execution of various Texas Thespians opportunities, ensuring a high-quality experience for student participants and educators
- Assist in the coordination of educational programs and innovative learning opportunities, including in-person events, virtual events, conferences, and initiatives that serve all members
- Assist in the development of new programs, initiatives, and educational opportunities that advance the growth, reach, and overall impact of Texas Thespians and theatre education statewide.
- Coordinate innovative, evidence-based research and educational practices, including national and state educational issues and policies, to continually improve Texas Thespians' educational programs
- Support efforts to expand member engagement, increase access to high-quality theatre experiences, and strengthen the organization's educational mission.

#### Recognition and Awards Communications

- Develop, draft, and oversee comprehensive communications related to recognition programs and awards initiatives, ensuring clarity, consistency, and alignment with organizational standards.
- Coordinate and manage submission processes, review cycles, and announcement timelines to ensure accuracy, transparency, and timely execution.
- Prepare, compile, and oversee materials for internal review and leadership approval, ensuring completeness and adherence to established guidelines.
- Maintain thorough, organized documentation of all recognition and award activities to facilitate efficient communication and streamlined workflows.



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### Organizational & Cross-Functional Leadership

- Serve as a part of the Texas Thespians Staff, contributing to organizational planning and execution
- Work with staff and volunteers to ensure programs and initiatives are executed effectively
- Provide comprehensive onsite support to ensure the successful execution of all events and engagement programs.
- Promote Texas Thespians within the community and cultivate collaborative partnerships
- Perform other duties aligned with the mission, vision, and evolving needs of the organization

### Governance, Authority & Working Relationships

- This position reports directly and exclusively to the Executive Director.
- The Learning and Engagement manager does not independently engage with the Board of Directors or Board committees without the prior direction and authorization of the Executive Director.
- All staff performance management, disciplinary actions, and governance-related matters are overseen and administered by the Executive Director.
- The Learning and Engagement manager may provide strategic insight, programmatic leadership, and operational execution within the organization's established governance framework and authority structure.

### Qualifications

- Minimum of 7 years of experience in development, membership, or related leadership roles
- Strong written and verbal communication skills and drafting ability
- Proven problem-solving, organizational, and strategic thinking skills
- Comfortable working in a collaborative staff and volunteer environment
- High attention to detail with the ability to manage competing priorities
- Proficiency in Microsoft Office and Google Workspace
- Commitment to the mission and values of Texas Thespians

### Physical & Operational Requirements

- Ability to lift, move, load, and unload event materials and equipment
- Ability to travel to event sites and work extended hours during event periods
- Ability to work in varied environments, including loading docks, event venues, and outdoor settings

### Details

Occasional evening and weekend work is required, particularly around major events. Use of a personal vehicle for event-related travel and equipment transport is required. Mileage reimbursement will be provided in accordance with organizational policy.

### Compensation

Compensation is competitive and commensurate with experience, starting at \$60,000.

Texas Thespians offers paid holidays, paid time off, and employer-sponsored healthcare benefits.