

WRITERS THEATRE - EDUCATION COORDINATOR POSTING



Position: Education Coordinator

Location: Glencoe, IL/Chicago, IL (Hybrid)

Department: Education

Reports to: Associate Director of Education

Classification: Part-Time non-exempt, 24 hours per week

Compensation: \$21.50/hour

Start Date: Onboarding is scheduled to begin November 9, at 10 hours per week. 24 hours per week is planned to begin December 7.

ABOUT WRITERS THEATRE

Writers Theatre (WT) is a nationally recognized, award-winning theater company located on Chicago's North Shore, acclaimed for its intimate productions, bold new work, and exceptional artistry. With a commitment to telling powerful stories and serving as a cultural anchor in our community, we strive to create transformative experiences both on and off the stage. With an annual operating budget of \$6.5 Million, the theatre, now in its 35th season, is a major Chicagoland cultural destination with a national reputation for excellence, being called "America's finest regional theater company" by The Wall Street Journal. Under the leadership of Executive Director Kathryn M. Lipuma and Alexandra C. and John D. Nichols Artistic Director Braden Abraham, the company is charting a path forward for its future.

POSITION SUMMARY

The Education Coordinator provides key administrative and programmatic support for Writers Theatre's Education programs. They are responsible for coordinating program logistics for onsite family programs including Wake-Up Words Family Playtime and Childcare Matinee Series. Under the supervision of the Associate Director of Education, they manage school bookings for student matinees, project manage and contribute to study guides, and support school-based program administration. They hold seasonal and day-to-day departmental functions in maintaining program and relationship tracking, supply inventory, and other systems support. As Writers Theatre is seeking to expand Theatre for Young Audiences programming, there is opportunity for the Education Coordinator position to grow with new offerings.

DUTIES AND RESPONSIBILITIES

Program Administration

- Student Matinees and Study Guides:
 - Book school partner groups for Student Matinee performances for mainstage programming (2-3 productions per year, 5-7 student matinees), maintaining accurate tracking documentation.
 - Assist the Associate Director of Education with day-of event management of student matinees for Mainstage programming.
 - Project manage the systems, writing, design process and distribution of study guides for mainstage productions, under the supervision of the Associate Director of Education.
- Theatre for Young Audiences:
 - Coordinate booking of school and community partner groups for TYA field trip performances (1-2 productions per year, 2-4 field trips).
 - Maintain accurate tracking documentation and contact lists.
 - Assist the Associate Director of Education with day-of event management of TYA.
 - Logistic and administrative support for emerging TYA programs.

- Onsite family programs:
 - Administer Wake-Up Words Family Playtime, Childcare Matinee Series, and emerging onsite programs including family communications, material preparation, preparing timesheets, program metrics tracking, and day-of program coordination.
- School-Based Residencies and Professional Development:
 - Support program administration through preparing digital templates, updating curriculum database, calendar, and external communication support, under the supervision of the Associate Director of Education.
 - Prepare and organize program materials including copying, art supplies, and coordinating materials handoffs to teaching artists and schools in collaboration with the Associate Director of Education.

Other Duties

- Collaborate with Associate Director of Education on curriculum and program development including thought partnership in setting and achieving short and long-term goals for Writers Theatre Education.
- Analyze and document all programming and report on the programs to major funders in collaboration with the Associate Director of Education.
- Proactively manage work schedule, including communication with department staff, tracking teaching and administrative hours, and regularly submitting timesheets.
- Attend professional development workshops, classroom observations, and occasional networking events as they arise.
- Support annual Teaching Artist staff training, which includes ensuring programs are aligned with best practices in the field.
- Maintain department supply inventory.
- Other duties as assigned.

QUALIFICATIONS

- At least one year working in arts administration and experience as a teaching artist.
- Intellectual curiosity, drive, and enthusiasm.
- Passion for live theatre and for working with young people and families.
- Organized and flexible, motivated, quick-thinking problem-solver, comfortable working in community based and school settings.
- Understanding of or familiarity with the landscape of the Chicago Public School system or other metropolitan school systems is preferred.
- Experience with Microsoft Office Suite and Google Suite. Tessitura experience a plus.
- Availability to work nights and weekends as needed.
- A commitment to ethical conduct in all aspects of the work environment.
- A commitment to creating a just, equitable and inclusive work environment.
- Must be able to travel throughout the City of Chicago as well as the North and Northwest Suburbs to visit contracted schools as needed.
- Must be able to remain in a stationary position while working at a computer, as well as move about inside the office and theatre buildings to access necessary materials and equipment.
- Must be able to exchange accurate information both written and in-person with internal and external stakeholders.

Time Commitment

Hours will vary week to week depending on program schedules and are primarily weekday daytime. A standard 24 hours a week to be coordinated with the Education department, usually within regular working hours (M-F 9am-5pm) with some weekend and evening programming.

Onboarding is scheduled begin November 9, 2026, with 10 hours/week. 24 hours/week standard schedule is planned to begin December 7, 2026. Writers Theatre administrative offices are closed November 26-27, 2026, December 21-27, 2026 and December 31, 2026 - January 1, 2027.

Requirements

- Must have reliable transportation to Writers Theatre and various locations around Chicagoland (car, public transportation, or otherwise). Writers Theatre is accessible from the UP-N Metra.
- Must be in the office in Glencoe a minimum of one day a week. Some nights and weekends will be required.
- Ideally will be available on the following dates this season:
 - November 12 & 18, 2026 9:00am-2pm (Student Matinees)
 - November 15, 2026, 1-4:30pm (Childcare matinee)
 - February 28, 2027, 1-5:30pm (Childcare matinee)
 - March 11 & 17, 2027 9:00am-2pm (Student Matinees)
 - May 1, 2027, 4:30pm-10pm (Annual Gala)
 - May 23, 2027, 1-5:30pm (Childcare matinee)
 - June 13, 2027, 1-5:30pm (Childcare matinee)
- Must be willing to get fingerprint background checked and complete mandated reporter training in compliance with Chicago Public Schools policies if needed.

TO APPLY

Submit a **resume** and a brief **statement of interest** (video, audio, or written, 400 words/3 minutes long or less) [via this form](#). **Applications are due by 9am, Monday, October 5, 2026.**

If you have questions about the position or application, Reach out to Becca Levy, Associate Director of Education, at education@writerstheatre.org. No phone calls please.

We acknowledge that experience comes in many forms. This position requires the skills listed, but they are not a prerequisite for employment. If your prior experience does not exactly align with each qualification, but you have a passion for education, young people, and the arts, please do not hesitate to apply.

WT is an equal opportunity employer, dedicated to creating and sustaining a diverse and inclusive organizational culture and promoting a safe, supportive, and collaborative work environment conducive to professional and personal growth. Applicants from populations underrepresented in the theater field are strongly encouraged to apply. All qualified applications will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, familial status, sexual orientation, national origin, ability, or veteran status.

Please find more information on our culture and specific policies at the following links:

- <https://www.writerstheatre.org/about/work-with-us>
- <https://www.writerstheatre.org/about/mission-values>