



TECH25 / 25 CARRICK AVE PROJECT

CENTER FOR PRODUCTION ARTS

Tech25 Educator

Overview

25 Carrick Ave Project's mission is to provide educational programming and access to entry-level jobs in the event technology industry. Aligned with our corporate partner Hearcorp (a high end event technology company), we prepare students and provide career opportunities in the production and commercial broadcast industry through workshops, hands-on mentoring, and apprenticeships with onsite and local professional productions.

Job Summary

A Full-Time Educator is responsible for teaching in-school and afterschool programs. Assist part-time educators in workforce development programming, building lesson plans, overseeing schedules and objectives for all Tech25 cohorts. Other key duties include collaboration with the Director of Education to coordinate the educational calendar, program design, and provide guidance for part-time educators along the developmental stages of curriculum. In addition to above, works directly with the Director of Education and Hearcorp staff to identify apprenticeship and job opportunities for students. Establish quality student relations with a focus on follow up, retention and intersectionality among aligned programming partners. This position reports directly to the Director of Education.

Duties and Responsibilities

- Day to day in-person teaching of Tech25 Students
- Manage and coordinate part-time educators schedules
- Assist in creating program goals and objectives
- Design workshops / curriculum
- Train educational staff / act 33 and 34 clearances
- Documenting progress with video/photography
- Establish relationships with and manage Students paths
- Help transition students between regional programming partners
- Assist in hiring of additional part-time educators
- Reports directly to the Director of Education

Qualifications

- Bachelor's degree from an accredited university/college (preferred).
- Two to three years of leadership and management experience with an educational program, performing arts organization, or other non-profit organization.
- Demonstrated communication, organizational, and managerial skills.
- Strong financial management experience and reporting skills.
- Excellent technical and social media skills.
- Ability to work independently as well as with a team.
- Familiarity with event production

Salary :

\$36,000-40,000 annually. Benefits include paid holidays, paid sick time, vacation time.

Please send cover letter, resume, and 3 references to pete@tech25.org