



Education Coordinator

Job Description

Founded in 1976 by award-winning director Lou Bellamy, Penumbra is a nationally recognized organization housing Minnesota's only black professional theatre company. Penumbra has earned tremendous accolades, producing over 200 plays, over 30 premieres, and has cultivated generations of artists of color. Through our powerful art, we open hearts, rehearse strategies for change, and dispel dehumanizing narratives of people of color.

Today, Penumbra is evolving into its next life cycle: a performing arts campus and center for racial healing that nurtures Black artists, advances equity, and facilitates wellness for individuals and community. Our space will center the Black experience, learn from and support people of color who are not Black, and welcome white individuals interested in building resiliency and competency for racial equity work. The Penumbra Center for Racial Healing will stand in solidarity with and support Indigenous communities upon whose land the work is located.

The Education Coordinator oversees program coordination, acts as administrative point person for part-time and seasonal teams, and supports planning, scheduling, communications, logistics, purchasing, and budget tracking across all education initiatives. They anticipate needs, solve problems proactively, and build efficient systems that support high-quality educational programming. The Education Coordinator reports to the Youth Engagement Director and collaborates closely with staff, consultants, artists, and external vendors.

Responsibilities include:

- *Operations*
 - Coordinate all operational aspects of Penumbra's education programming, including school residencies, workshops, educator professional development, community engagement programs, and special events.
 - Develop and maintain annual, seasonal, monthly, and weekly program calendars.
 - Coordinate schedules for schools, community partners, Teaching Artists, and Education Department staff.
 - Create and maintain systems that improve efficiency, communication, and department operations.
 - Coordinate department meetings, agendas, notes, and follow-up action items.
 - Manage department records, databases, and organizational systems.
- *School and Community Partnerships*

- Serve as the primary operational contact for schools and community partners.
- Coordinate schedules, logistics, calendars, and program implementation with partner organizations.
- Maintain consistent communication regarding program details, timelines, and logistics.
- Support onboarding of new school and community partners.
- Ensure partners receive timely, professional, and responsive communication.

- *Team Coordination*
 - Coordinate education team onboarding and orientation.
 - Prepare contracts and facilitate employee records and required documentation.
 - Schedule education team assignments, planning meetings, trainings, coaching sessions, and observations.
 - Coordinate substitute coverage and schedule adjustments.
 - Track team hours, assignments, and operational needs.
 - Serve as the primary point of contact for day-to-day team operations.
 - Support a culture of professionalism, accountability, and collaboration across the education team.

- *Program Logistics*
 - Coordinate materials, supplies, equipment, and curriculum distribution.
 - Manage inventory and purchasing of program materials.
 - Coordinate transportation, room reservations, technology, and event logistics.
 - Ensure education team members and facilitators have the resources necessary for successful program delivery.
 - Support logistics for retreats, trainings, showcases, performances, and special events.
 - Act as an onsite point-person for Penumbra-hosted education events.

- *Administrative and Financial Coordination*
 - Prepare payroll documentation and education team payment information.
 - Track departmental budgets and operational expenditures.
 - Process invoices, purchasing requests, reimbursements, and financial documentation.
 - Maintain organized financial and program records.
 - Support grant reporting and program documentation.

- *Communications*
 - Draft and distribute communications for schools, families, education teams, and community partners.
 - Coordinate registration materials and participant information.
 - Maintain program calendars and scheduling communications.

- Support promotional materials, newsletters, reports, and department communications as needed.
- *Evaluation*
 - Maintain participation records and attendance.
 - Collect evaluations from schools, education team members, educators, students, and community partners.
 - Track program outcomes and support impact reporting.
 - Identify opportunities to improve department systems, workflows, and operational effectiveness.

Qualifications

- Bachelor's degree or equivalent professional experience.
- Minimum of two years of experience coordinating education, arts, nonprofit, or community-based programs, or the equivalent.
- Exceptional organizational and project coordination skills.
- Strong written, verbal, and interpersonal communication skills.
- Demonstrated ability to manage multiple priorities while maintaining exceptional attention to detail.
- Experience working with schools, educators, youth programs, artists, or community organizations desired.
- Proficiency with Microsoft Office, databases, spreadsheets, and project management tools.
- Ability to work independently while collaborating effectively across teams.
- Commitment to equity, inclusion, belonging, and culturally responsive educational practice.
- A broad understanding of theatre as well as social justice and racial equity work is preferred.

The Education Coordinator is a year-round, non-exempt position. This is a hybrid, remote and in-person position; some evening and weekend work will be required. Penumbra Theatre Company, Inc. is an Equal Opportunity Employer that values a diverse and inclusive environment. Candidates must provide a resume and cover letter and provide positive references from previous employers. All applicants are welcome.

Job Details

Salary Range: \$40,000-\$50,000

Benefits: Yes

Position Type: Full time

Job Category: Coordinator