

**Sheldon Arts Foundation  
Director of Education  
Job Description**

**Interested candidates should send a cover letter and resume to: [amcmahon@thesheldon.org](mailto:amcmahon@thesheldon.org).  
Please no telephone inquiries.**

**Position Title:** Director of Education

**Reporting to:** Director of Programming

The Sheldon is an equal opportunity employer. People of Color, individuals with disabilities, members of the LBGTQIA+ community and veterans are encouraged to apply.

**About the Sheldon**

The Sheldon is a nonprofit organization which provides concerts by the world's greatest artists in its historic Sheldon Concert Hall, quality visual art exhibits in its adjacent Art Galleries and important education programs that change the lives of thousands of children in the St. Louis community and beyond. The Sheldon hosts over 350 events per year and welcomes over 100,000 visitors.

Built in 1912 as the Ethical Society of St. Louis, The Sheldon consists of a 700-seat concert hall, a 300-seat ballroom, a 500-seat banquet room and a 7,000 square foot art gallery. With a committed board, The Sheldon has positioned itself as a financially stable artistic gem in the heart of St. Louis' Grand Center Arts District.

The Sheldon seeks a dynamic and creative individual to be the Director of Education. The Director will oversee and manage all The Sheldon's Education programs including educational shows, ensemble programs, residencies, community partnerships and workshops.

**Roles and Responsibilities**

Director of Education supervises a wide range of educational programs. They are responsible for the delivery and overall success of each program. The Director provides supervision and works closely with management on progress and performance. They must have a strategic mindset, a musical ear, ability to build curriculum, be able to lead and develop their teachers and programs. The goal is to ensure every program will be delivered successfully and add the highest possible value to the organization.

***Programming***

- Schedule all education shows and ensure they maintain the Sheldon's high standard for excellence.
- Supervise orders from schools and home schools for education events including all shows and programs.
- Supervise correspondence with schools including curriculum, payment, parking, and etiquette information.
- Send out teacher survey forms for feedback on programs.
- Administer and assess testing to track impact of Sheldon Education Programs on students attending programs.
- Update teacher handbooks as needed.

- Correspond with musicians for added or cancelled shows.
- Manage and support the STEAM Program Coordinator.
- Oversee North County Big Band program and the All-Star Chorus Program.
- Maintain relationships with SLPS, Des Lee school districts and other educational partners.
- Be the driving force in identifying and creating new educational shows and programs.
- Maintain ongoing relationships with Cardinals Care, Missouri History Museum, COCA and others.
- Identify and build new community partners for programs.
- Oversee the Sheldon's program, *Music For Lifelong Achievement (MFLA)*: identify schools in need, inventory donations, track success of donation and work with marketing on promotion.

#### *Administration*

- Oversee all aspects of the budget from creation, maintaining, and reporting.
- Maintain Education report and update as needed.
- Supervise support staff.
- Assist marketing with creating and updating brochures, pamphlets, posters, web site and fliers to help promote Sheldon Education Programs.
- Work with the development team on reporting and funding opportunities

#### **REQUIREMENTS**

- A bachelor's degree or equivalent related work experience.
- Previous experience working in field of performing arts.
- Previous management experience and leading a team.
- Strong written and verbal communication skills.
- Excellent interpersonal skills, diplomacy, and discretion.
- Ability to work with individuals of various personality types, sensitivities, and cultural backgrounds.
- A valid U.S. driver's license or state issued I.D.
- Ability to work nights and weekends.
- Ability to travel to industry events.
- Some experience in directing performances is preferred.
- Because this position works closely with children, The Sheldon will conduct a background check before the commencement of employment.
- Experience in education preferred.

The successful candidate will have an artistic point of view of their own but will also be curious and adaptive to the changing needs of institution and the community. They will be comfortable speaking in public on behalf of The Sheldon and will be a dynamic representative for the organization.

#### **Terms of Employment**

- Salaried position, 35-hour work week plus frequent nights and weekends. Competitive salary, benefits package includes health insurance, retirement match and vacation.