



## JOB POSTING: Education Director

**Effective:** July 1, 2026

**Accountability:** Reports to the Executive Director in all operational, administrative & financial decisions, and to the Board of Governors for the vision of the Education Department

**Position:** 0.5 FTE position, and would ideally be expanded to a full-time salaried position with additional duties (teaching, theatre duties, etc.)

**Hours:** Tuesday – Saturday (some weekend and evening work will be required)

**Location:** On-site in Rosebud, Alberta

**Summary:** Join a team of dedicated theatre professionals who are passionate about creating great stories on stage, training the artists of tomorrow, and enriching people's lives.

Rosebud Theatre & School of the Arts (RTSA) is looking for a highly skilled and mission-focused individual who possesses strong leadership skills, is a team player, and has a vision to serve the organization's Education Department as we strive to train the next generation of theatre artists while contributing to the attainment of Rosebud's mission and mandate.

The ideal candidate is an authentic and innovative person whose faith informs all parts of their life and work, has a background in post-secondary theatre education, is comfortable working with both students and professionals, and will lead RTSA's Education Department through this next exciting chapter. They have an interest in working in the faith-based not-for-profit world, and care deeply about the performing arts and arts education, especially in rural Alberta.

They are community-minded, and able to inspire students and their colleagues to bring their best self to their work. They understand Rosebud's unique brand and mission and can contribute to embodying that vision forward.

The Education Director is a senior leadership position and will work closely with the Executive Director and the Artistic Director to attain RTSA's strategic goals.

NOTE: Rosebud Theatre & School of the Arts currently has a range of education and artistic roles to be filled, and we are interested in the diverse offerings applicants may bring to the organization. There are also other positions in the hamlet of Rosebud that may be available in the near future. If your skillset is a little different than this job description, please do not hesitate to articulate how your offerings will serve Rosebud Theatre & School of the Arts. You might be the perfect fit!

### **Job Function:**

1. To give vision, leadership, oversight and direction to the Education Department
2. To contribute to the welfare of students and staff
3. To supervise, evaluate, and monitor educational policies, procedures, and programs
4. To supervise and work with heads of programs to ensure RTSA has a unified and cohesive curriculum that reflects core purpose and values
5. To set the annual Education budget for approval by the Board of Governors
6. If applicable, serve as an active artist/educator within the Education & Theatre departments, including but not limited to:
  - a. Teach various courses as assigned
  - b. Participating in Theatre duties as assigned
  - c. Participating in committee work
  - d. Attend department meetings as required
7. Foster an enthusiastic and generous culture of faith within the organization
8. Support the organization's mission and mandate within the community

### **Expected Results:**

1. RTSA's professional educational standards meet or exceed those of other post-secondary theatre programs, students are flourishing, and graduates have the training and experience needed to succeed in the industry

2. RTSA is recognized as a professional post-secondary theatre training institution and graduates are sought out by those in the theatre and film industries for the skill of their craft and the heart they bring to their work
3. RTSA has transfer agreements in place with multiple post-secondary institutions, offering rich opportunities to students
4. Student enrollment meets or exceeds budget
5. Accurate and timely reporting of information to students, education staff, Executive Director, and the Board of Governors
6. Prudent management of financial and human resources

#### Required Skills:

- A minimum of 5 years of experience in post-secondary education administration
- Terminal and/or master's level degree in theatre or a related area
- Strong organizational and leadership skills
- Strong communication skills (verbal and written)
- Comfortable working in the Microsoft environment
- Strong understanding of post-secondary transfer agreements
- Experience and expertise in other areas of theatre is a definite asset, including but not limited to voice & text, movement for the actor, choreography/dance, theatre production, theatre design, theatre history, etc.
- Ability to work both independently and in a team environment
- Excited to support and further the vision of Rosebud Theatre & School of the Arts in the successful execution of strategies and goals

**Applications:** To apply please send the following to the Executive Director at: [execdir@rosebudtheatre.com](mailto:execdir@rosebudtheatre.com).

1. A resume(s) with both relevant and potentially related experience
2. A cover letter articulating how your particular skillset and offerings make this the perfect position for you

*The mission of Rosebud Theatre & School of the Arts is to enrich lives by offering grace and understanding through the art of storytelling, the practice of mentorship, and the gift of hospitality.*

*We believe that every person is created in the image of God and that all of humanity reflects different facets of God's character. We believe that all fall short of reflecting God's true spirit, and we also believe in the promise of redemption for all.*

*Within this context, Rosebud strives to honour and respect the diverse cultures, languages, abilities, and perspectives that each staff member brings to the organization.*

*We are dedicated to creating an inclusive environment that welcomes the humanity of our students, staff, contract instructors, guest artists, board members, donors, and patrons. We are committed to providing a supportive work and educational environment where the principles of equity, diversity, and inclusion are trained, fostered, and intentionally practiced. Through conscious reflection, and deliberate action and discussion at all levels, we aim to create a culture of care and safety where diversity can flourish.*

*All personnel policies related to employment - including hiring, compensation, promotion, benefits, job assignments, transfers, lay-offs, return from lay-offs, company sponsored programs or events, etc. - will be implemented without discrimination toward race, colour, creed, religion, sex, sexual orientation, gender identity, gender expression, family status, age, language, or national origin.*

*We are committed to recruiting and retaining a group of diverse, qualified staff members who advance Rosebud's mission in their respective vocations. Through a fair and equitable hiring process, the qualifications and values of each candidate are the primary criteria upon which hiring and promotion decisions are made.*

