



PT Education Director/Administrative Assistant

Fort Wayne Civic Theatre seeks a part-time hourly Education Director/Administrative Assistant to oversee our education programs: In The Wings Program, Project Lights Up Program, Theatre Arts Day, and scheduling related education initiatives/activities. Includes assisting and keeping track of grant funding, and reporting. Serves as the Administrative Assistant for the fundraiser committee, the audition processes, and maintains functions in the front office. Previous education and computer experience is preferred, but not required. If you are a team player and excellent communicator, join us for this 20 hrs. per week onsite position, with some rare evening & weekend hours required for special events.

Start date: No later than April 14th. Pay: \$19.25 per hour on bi-weekly basis (annually this equates to \$20,000).

Submission Deadline: March 31, 2023.

Send cover letter, resume & salary history to: Civic Theatre, c/o Executive/Artistic Director, 303 E. Main St., Ft. Wayne, IN 46802 or pcolglazier@fwcivic.org. EOE-M/F/D/V