Education Assistant — Job Description

Nov 11, 2026

Midland Community Theatre (MCT) seeks an Education Assistant to help run the classes, camps and youth programs at the heart of our education mission.

Reports to: Director of Education · **Status:** Full-time non-exempt · **Location:** Midland, Texas (on-site)

About Midland Community Theatre

MCT is a nonprofit community theatre where volunteers from every walk of life create a full season of productions for local audiences. A small professional staff supports hundreds of volunteer performers, crew members, ushers and board members each year. We are proud of our history and committed to keeping the theatre financially healthy, well run and welcoming for the next generation.

Position summary

The Education Assistant supports MCT's education programming through classroom logistics, instruction, administrative coordination and student and family engagement. Reporting to the Director of Education, the Education Assistant helps make sure MCT's classes, camps and educational events are inclusive, well organized and true to our mission of community-centered theatre education.

The Education Assistant works closely with the Education Apprentices, Pickwick Players, the Volunteer Coordinator and the Box Office, and helps gather the program data that informs board decisions on funding and outreach. This role suits an organized, warm communicator who enjoys teaching young people as much as keeping a program running smoothly.

Key responsibilities

Program support and logistics

- Communicate regularly with students and families about class schedules, upcoming events and student needs
- Track attendance, coordinate teaching materials and prepare classrooms before each session
- Keep educational spaces and materials organized
- Assist with student drop-off and pick-up

Instruction and curriculum

- Support the day-to-day operations of youth programming (Theatre School, Pickwick Players and Centerstage classes) in collaboration with the Director of Education and Education Apprentices
- Support teachers in preparing classes and camps, including coordinating schedules and resources
- Serve as a teaching artist for classes and camps, or as a substitute as needed

Administrative coordination

- Manage class registration and rosters in Ludus, Band or other platforms with the Director of Education
- Keep the department calendar, class schedules and communications up to date
- Maintain accurate student records, files and evaluations
- Collect and compile program data for grant and board reporting
- Prepare content for newsletters, promotions and education social media posts

Community engagement and events

- Assist with meetings, volunteer coordination and front-of-house needs during youth productions
- Represent the Education Department at community events and outreach initiatives
- Support the planning and running of educational events such as auditions, camps and fundraisers
- Coordinate with the Box Office and, through the General Manager, MCT's marketing agency to promote classes and events

Other duties as assigned by the Director of Education or Executive Director.

Qualifications

Required

- Bachelor's degree in education, theatre, dance or a related field, or equivalent experience
- Experience working with youth in an educational or theatrical setting
- Passion for theatre and education, especially with young learners
- Strong organizational and communication skills
- Proficiency in Google Workspace (Docs, Sheets, Drive and Calendar)
- Availability to work flexible hours, including evenings and weekends during productions

Preferred

- Familiarity with curriculum development or lesson planning
- Experience with Ludus, Band or similar platforms
- Bilingual, especially English and Spanish

Schedule, working conditions and compensation

- Full-time, with regular evening and weekend work during classes, camps and youth productions
- Must pass a background check before work begins

- Must be able to stand for long periods, move classroom materials and keep up with active young students
- Pay: $53,000 - 58,000, commensurate with experience
- Benefits include health insurance including option for spouse and dependants, PTO, professional development, complimentary tickets, and a 3% retirement match.
- Start Date: After January 4th, 2027. TDB w/selected candidate.

How to apply

Send a cover letter, résumé and three professional references to adam@mctmidland.org with "Education Assistant" in the subject line. Applications are reviewed on a rolling basis until the position is filled. No candidate will be contacted before 11/30/2026, for next steps.

Midland Community Theatre is an equal opportunity employer. We welcome applicants of every background and do not discriminate on the basis of race, color, religion, sex, national origin, age, disability, veteran status or any other protected status.