Westmoreland Cultural Trust | The Palace Theatre | Greensburg Garden & Civic Center
Education and Engagement Manager
Fulltime – Exempt | Some Evenings and Weekends Required
Reports to the Director of Advancement

The Education and Engagement Manager is charged with conceiving, designing, implementing and executing The Academy at Westmoreland Cultural Trust's education and engagement programs. This position will absorb existing initiatives, such as Achievement in the Arts. Arts Walk, and Broadway to the Palace, but also will be tasked with creating new programs, both curriculum and non-curriculum based. The need for this position is a direct result of intentional, community, board, and staff-centric, strategic planning that took place in the fall of 2024. WCT's new strategic plan was adopted unanimously by the Board of Directors in December 2024 and was facilitated by the Minneapolis-based Prouty Project.

Core responsibilities include:

- Analyze current education and engagement offerings to determine if they meet the needs of the community.
- Recommend, design and implement education and engagement programs that align with WCT's mission, vision and strategic priorities. In particular, programs and offerings that will benefit and serve historically underserved communities within Westmoreland County and the surrounding region.
- Establish and maintain strong relationships with local schools, community organizations, municipalities, and other cultural institutions to further foster collaboration, trust, and participation.
- Plan, implement and execute events, workshops, curricula and activities that promote the goals of the education and engagement department.
- Create evaluation and reporting systems - from initial program development to continued program monitoring and outcome reporting. The use of Key Performance Indicators (KPI's) is critical to success in this role.
- Attend performances and community events as necessary and lead with positivity.

The above is not an exhaustive list of duties. The Education and Engagement Manager will be expected to perform different tasks as necessitated by the ever-changing role of the Westmoreland Cultural Trust in the community.

Target Salary Range: $55-$60K/annually

Benefits Include:

- Complimentary health, dental and vision insurance for employee
- PTO and 15 paid holidays
- Free parking and mobile phone stipend
- IRA with match after vesting period
- $1,500 a year in medical reimbursement
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Please apply through Indeed for consideration.

WCT's Vision
We seek to engage, empower, and serve the community through consequential programming, arts education and cultural experiences for all.

WCT's Mission
The Westmoreland Cultural Trust is a conduit for communities to thrive. We do so by welcoming broad forms of artistic expression, forging purposeful partnerships, and programming meaningful arts education and engagement activities.

WCT's Core Values
Collaboration | Community | Creativity