

## EDUCATION ASSISTANT

### JOB DESCRIPTION

August 2026

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**Job Title:** Education Assistant (Full-Time, Hourly, Non-Exempt)

**Department:** Education

**Reports to:** Education Director

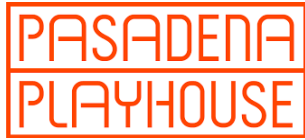
**About the Playhouse:** Pasadena Playhouse, the official State Theater of California and recipient of the 2023 Regional Theatre Tony Award, is internationally recognized for its significant role in the development of American theater. One of the most prolific theaters in the country, the Playhouse has staged thousands of original productions since its founding in 1917 including premieres of works by

Tennessee Williams, Eugene O'Neill, Suzan-Lori Parks and hundreds more. For decades, its pioneering School for Theater Arts was a training ground for actors and theatermakers who went on to make significant contributions to the entertainment industry.

Under the leadership of Producing Artistic Director Danny Feldman since 2016, Pasadena Playhouse's productions and community programs are centered on its founding idea of being a living force in its community, making theater for everyone. Today, the Playhouse continues to advance the American theater and serves as a hub for the top theatermakers of our time. In 2025, the Playhouse regained ownership of its historic campus, paving the way for a new era of artistic ambition, community engagement, and long-term sustainability.

**About the Position:** Our classes are thriving, and families trust us to provide an exceptional experience every time they walk through the door. The Education Assistant is the calm, professional, and reassuring presence that makes that possible. You're the person who ensures everything runs smoothly, safely, and seamlessly, so parents and adult students leave confident they/ their children are in the best hands. This position's hours reflect our class schedule and will be 2-10:30pm most weekdays. Some weekends will be necessary as well, in which case your days off may be during the week.

- Be the friendly, professional face of all classes, greeting families and creating a welcoming environment.
- Oversee setup, breakdown, and clean-up of classrooms, rehearsal spaces, etc.
- Manage youth class pick-up and drop-off with care and attention to safety.
- Be the point of contact for all related attendance needs: absence, late arrivals, early pick-ups.
- Liaise with the Registrar to address questions, concerns, or special requests from parents and adult learners regarding class registration or other admin concerns.
- Prepare all class materials necessary for classes, and distribute class resources and updates to parents/adult students
- Coordinate with the Assistant Production Manager to help meet production needs for in-class performances.
- Maintain a clean, safe, and organized environment for all students.
- Support instructors with classroom and technical logistics as needed.
- Ensure proper lock-up and security procedures at the end of each day.



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#### **Who You Are:**

- Calm, confident, and professional under pressure; you give families a sense that “everything is handled.”
- Highly organized and detail-oriented, able to juggle multiple responsibilities smoothly.
- Friendly and approachable, skilled at building trust with children, parents, and adult learners.
- Experienced in theater, education, customer service, or facilities/event management.
- Stage management or production support experience is a plus.
- Able to work evenings and weekends.

**Compensation:** Compensation is \$26.00 per hour (non-exempt) with some anticipated overtime. Benefits package includes medical, dental, life insurance coverage, vision, PTO and a 403(b) plan. Anticipated start date is September 14, 2026.

**How To Apply:** Research shows that members of underrepresented groups often apply to jobs only if they meet 100% of the qualifications. The Playhouse recognizes very few individuals ever meet 100% of the qualifications for any given role; therefore we encourage candidates with some or most of the qualifications to apply.

Please email a cover letter and resume in one PDF with the subject line “Education Assistant” to [info@pasadenaplayhouse.org](mailto:info@pasadenaplayhouse.org).

*We work to maintain a positive environment for our employees, where people can learn, grow and thrive with the company. We strive to provide a collaborative, creative, transparent workplace where each person feels encouraged to contribute to our processes, decisions, planning and culture.*

*Pasadena Playhouse is an Equal Opportunity Employer.*