

OUTREACH AND COMMUNITY ENGAGEMENT MANAGER VIVID STAGE

POSITION OVERVIEW

The position of Outreach and Community Engagement Manager is a 20-hour per week position that is hybrid remote/in-person. This person will report to the Artistic Director, working with the Artistic Director to develop, implement and oversee Vivid Stage's education, outreach and community engagement efforts. Core programs include:

- Improv Comedy classes for teens through adults
- Vivid Dreamers summer theatre program for tweens and teens
- Outreach performances for the community and seniors, including musical cabarets and improv performances
- Improv for Business, including staff training for non-profits and commercial businesses
- Pre-show receptions for targeted community groups

PRIMARY RESPONSIBILITIES

EDUCATION AND OUTREACH PROGRAMMING

- Maintain and expand current educational and outreach programming as appropriate
- Interface with teaching artists, performers and venues to schedule performances, classes and workshops
- Oversee education and outreach staff
- Propose and plan new educational programs, including budgets
- Increase participation in classes, workshops and outreach performances in order to expand offerings and income
- Identify new funding sources for education and outreach programs
- Work with staff to create campaigns, graphics, promotional and development content

COMMUNITY ENGAGEMENT

- Maintain and expand relationships with other non-profits, local businesses and other collaborators.
- Seek new partners and new ways of connecting with and providing services to community

- Raise visibility within local and regional community by participating in events, disseminating information and building relationships
- Plan, implement and market ADA services (Assistive Listening, Audio Description, etc.)
- Maintain relationships with organizations and individuals who use ADA services
- Cultivate and maintain donor relationships
- Seek and maintain business/community sponsor relationships

ASSOCIATED STAFF RESPONSIBILITIES

- Embody, maintain, support and enrich company's culture throughout all areas of company
- Attend board meetings, report on activities
- Develop and advise on Strategic Plan
- Seek, develop, nurture relationships with colleagues
- Participate in, serve, utilize the programs and services of the New Jersey Theatre Alliance

QUALIFICATIONS

- 2+ years experience in arts education and/or community outreach
- Experience with program oversight
- Experience with professional theatre preferred
- Familiarity with the NJ arts landscape
- Excellent written and verbal communication skills
- Comfort with Google Suite, dexterity with digital communication
- Reliable, with the ability to complete tasks on time
- Organized, collaborative, self-motivated and positive
- Sincere love of the arts and passion for bringing theatre to the community

ADDITIONAL INFORMATION

- Vivid Stage's administration operates remotely with a six-member team. The person in this position will work remotely except while performing outreach duties within the community or participating in an event at the theatre or similar venue. A computer will be provided if needed.

- All Vivid Stage Staff Members are expected to advance the work of Equity and Access at the organization in their communication, management of staff and hiring practices. They will take advantage of training and learning opportunities provided by the New Jersey Theatre Alliance focusing on Equity and Access whenever possible.

COMPENSATION AND BENEFITS

- Salary: \$24,000, approximately 20 hours of work per week (flexible, remote)
- Benefits offered include: paid vacation, sick, holiday, and personal days
- Vivid Stage staff members are a part of the reciprocal comp program, allowing NJTA members to attend each others' performances at no cost.
- Vivid Stage supports continuing education opportunities and professional development for all staff.
- Depending on the candidate, there is an opportunity to also work as a teaching artist in the company

PLEASE NOTE: We are willing to train a candidate that is new to the position or field if they demonstrate the energy and willingness to learn. We understand that this is a position that some will need to grow into, and plan to support the development of the right individual for the job.

Vivid Stage is an equal opportunity employer, focusing on hiring and developing qualified persons without regard to race, religion, age, sex, national origin, ancestry, physical or mental disability, veteran status, sexual orientation, gender identity, marital status, or any other status protected by law.

HOW TO APPLY:

To apply for this position, please send a cover letter, resume, and contact information for three references to Laura Ekstrand, Artistic Director, laura@vividstage.org by June 23, 2023. Subject Line: Outreach and Community Engagement Manager. No phone calls, please.

June 2023