

THE PUBLIC.

425 Lafayette Street
New York, NY 10003

Public Works Community Coordinator

The Public Theater seeks a Community Coordinator for our Public Works Team! This position is a hands-on role that serves as the primary point of contact for our Public Works community members. Public Works is the community-based theater program here at the Public. Public Works' mission is to engage the people of New York by making them creators and not just spectators. Working deeply with partner organizations in all five boroughs, Public Works invites members of diverse communities to participate in workshops, take classes, attend performances at The Public, and, most importantly, to join in the creation of ambitious works of participatory theater. The Community Coordinator reports to the Public Works Manager of Community Partnerships. Key elements of the role include:

- Grass Roots Organizing: Facilitates inclusion, connection and an open flow of information with several hundred community members and Public Works. Manages and nurtures relationships with all community individuals. Keeps department informed of developments with individual community members and other departmental and institutional matters.
- Classes/Teaching: Attends multiple weekly classes at community partner sites. Teaches classes and supports teaching artists as needed.
- Event Planning: Organizes and executes community potlucks and makes sure Public Works community is informed, updated and attends events. Supports the execution of all other Public Works programs and events as needed.
- Project Management for Affinity Groups: Guides Public Works affinity groups. Encourages participation and leads teams of community members in serving the wider Public Works community by organizing potlucks, supporting creating of community newsletter, and inviting attendance at Public Theater shows (Public Works Ambassador Affinity Group and other events).
- Marketing: Works with Associate Director and Manager of Community Partnerships on marketing and promotion of all community partner performances and events, striving to build attendance.
- Narrative and Grant Writing: Works with Public Theater development department to provide information or narratives for grants as needed.
- Production: Serves as part of the artistic leadership team for all Public Works productions: Supports from auditions through the rehearsal process, serving the community ensemble and community alumni. Helps manage Community Impact Coordinator in overseeing community and partner ticketing. Attends all auditions, rehearsals, tech rehearsals, and performances.

Requirements:

Interest—and ideally strong experience—in community organizing and/or theater. Skills and experience teaching theater a plus. Ability to work with many people of diverse backgrounds. Strong communication skills and the ability to anticipate problems before they occur. Interpersonal awareness, empathy, and capacity to stay calm in a fast-paced work environment. Proficiency in MS word, Excel, and database usage.

The Public is committed to creating a diverse and inclusive environment and is proud to be an equal opportunity employer. Applicants from populations underrepresented in the theater field are strongly encouraged to apply. All qualified applications will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, familial status, sexual orientation, national origin, ability, age, or veteran status.

This is a Non-Exempt position, according to the Fair Labor Standards Act and available immediately.

Please send resume and cover letter to jobs@publictheater.org