

New Work Department Coordinator

The Public Theater's New Work Department is seeking an organized and outgoing coordinator to effectively organize and support the functions of the New Work Department! Reporting to the Director of New Artists and Dramaturgy Pipeline, the New Work Development Coordinator will update budgets, centralize the team's calendars, ensure coverage of shows across the city and country, and organize the workload while optimizing departmental communications.

Accountabilities

- Manage team of readers and ensure efficient thru put of scripts in and out of department.
- Conduct Budget syncing with Finance Department, track budgets alongside GM Business Manager
- Update all budgets needed by New Work Team for weekly meeting schedule
- Organize meetings, track rehearsal attendance of the team, and maintain the department calendar
- Log all scripts submitted to New Work Development department
- Manage key departmental documents and databases
- Drafting external correspondence
- Organize and coordinate the Emerging Writers' Group
- Serve as coverage for readings and productions, when needed
- Liaise with Public Studio Operations team to ensure smooth running of writer-in-residence demands on 440
- Develop an understanding of how to best support the artists, at varying levels of experience
- Cultivate strong relationships with artistic assistants and other key stakeholders

Requirements

- Must be committed to The Public Theater's mission of theater of, by and for the people
- Must be organized and detail-oriented
- Must be adaptable and flexible in a fast-paced work environment
- Strong communication and effective leadership skills; able to communicate effectively with all levels of organization
- Problem-solver and critical thinker
- Use initiative to improve systems and ability to schedule effectively, efficiently, and strategically
- Show desire to grow the job and develop and grow the department over time
- Must possess proficiency with Microsoft Office. Experience with Tessitura and FileMaker Pro a plus.

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.

Please submit cover letter, resume, and salary expectations to: jobs@publictheater.org.