

Government Affairs Coordinator

Reporting to the Administrative Chief of Staff (ACOS), the Government Affairs Coordinator will work to advance The Public's local, state, and federal government affairs agenda, understand the needs of the communities The Public serves, advance The Public's annual and multi-year strategic plans, and secure public funding in service to The Public's programs, operations, and capital project activity.

The Government Affairs Coordinator will play a key role in advancing The Public's anti-racism and Cultural Transformation work both as a representative of The Public Theater to government agencies and elected officials and through their work with the Communications team developing social justice and civic engagement social media campaigns related to The Public's mission, productions, and programs.

The Coordinator will be a member of the Executive Department which supports the Executive and Artistic Director in leading The Public, shaping its strategic plans and annual goals, and guiding the work of all departments. The Coordinator will also work closely with the Communications Department which amplifies The Public Theater's brand and mission, artists, productions, and programs through innovative and skillfully planned communications campaigns and strategies.

GOVERNMENT AFFAIRS

- With ACOS and Senior Counsel, Legal Affairs prepare analysis of risks / benefits associated with new proposed advocacy programming
- Vet resources to be shared externally to ensure compliance with 501c3 status
- Track lobbying activity (direct and grassroots) for reporting purposes
- Manage JCOPE and City Lobbying filings
- Cultivate elected and appointed officials and staff by attending meetings and government functions
- In collaboration with external lobbyists retained by The Public, identify opportunities for key community stakeholders, elected officials, and government staffers to Public Theater activities.
- With ACOS, represent The Public at government events and Public Theater events
- Prepare Department of Cultural Affairs reporting including monthly IDNYC report, monthly OMB reporting, Culture Stat, Final Report, Capital Request and other City Reporting as needed.
- Update and manage government database and invite lists via Tessitura.
- Write discretionary government funding requests, City Council testimony, one pagers with focused research and data relevant to government and community leaders
- Gain familiarity of all Public Theater programs (shows and programs)

COMMUNICATIONS

- Research, vet, and recommend educational and awareness content and resources, non-profit organizations, and potential partners.
- Draft and edit institutionally aligned copy for social justice and civic engagement campaigns and content across social media and other communications touchpoints.
- Collaborate with Senior Director of Communications and Social Media team to help brainstorm, develop, and execute on social justice and civic engagement social media campaigns and content.
- Center anti-racism, equity, diversity, and Cultural Transformation work in all content and copy.

Requirements

- 5+ years experience in non-profit administrative work and / or advocacy.
- Knowledge of local and national non-profit social justice and advocacy organizations.
- Knowledge of New York City government (agencies and elected officials); government relations, policy analysis; advocacy; lobbying.
- Ability to attend and represent The Public in in-person events and meetings in New York City.

- Outstanding written and verbal communication skills.
- Understanding of anti-racism principles and practices coupled with dedication to furthering how social media and communications can contribute to this work.
- Ability to multi-task, problem-solve, and prioritize effectively in a fast-paced, deadline-driven environment.
- Proficiency with MS Office Suite (Word, Excel, PowerPoint, etc.), Slack, and Google Suite.
- Ability to work evenings and weekends to attend events, required Community Board meetings, and other government affairs activities.
- Knowledge of arts and culture a plus.

Salary Range:

Starting salary \$70,000. Please send your cover letter and resume to: jobs@publictheater.org

COVID-19 and Vaccination Policy:

- As a condition of employment, The Public will require all who report to work on site (either at The Public Theater or any other workspace or performing location) to receive the COVID-19 vaccine.
- The Public Theater Production Department is currently engaged in a combination of remote and in person work.

The Public

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.