

THE PUBLIC.

425 Lafayette Street
New York, NY 10003

Mobile Unit Programs Manager

The Public Theater is seeking an outgoing and organized individual to join the Mobile Unit Team! The Mobile Unit Programs Manager will serve as the primary contact for all Mobile Unit National community partners, events, as well as oversee the design and execution of holistic community engagement. This role will work closely with the Director of Mobile Unit to plan and line produce a community tour, participate in all Mobile Unit programming, including but not limited to twice yearly Mobile Unit tours (local and National), Public Theater performances, Joe's Pub collaborations, ongoing artist commissions and developmental work, and departmental administrative tasks. This role is full-time and is available from September 30th-April 1st, with a possibility for extension.

Key Elements of the role include:

Community Connection

Coordinates an open flow of information with all Mobile Unit National Partners and Affiliates
Facilitating inclusion and connection; Nurturing relationships with all community individuals.
Informs the department of any developments with individual communities, other departmental, and institutional matters.

Artistic Relationships

Integrates the community venue information into the artistic process; Facilitates artistic relationships as needed for special events.
Liaise between artists and the Public's Marketing, Development, General Management, and other departments
Works with line producer to coordinate creative team meetings, design presentations, marketing/press meetings and artwork presentations.
Copy editing and approving programs, press releases and marketing materials for tour venues.

Production

Lead the creation of a 3-4 week touring schedule; attends all tour performances
Manages and facilitates travel during the tour for line producing and production management teams
Attends production meetings and technical rehearsals
Facilitates attendance of key artists and senior staff members out on tour, creates and distributes documents to track venues
Point of contact for day-of logistics on the Mobile Unit tour; tracks spending and expenses

Community Engagement

Organizes and executes community events and makes sure Mobile Unit community partners are attending, informed, and updated
Hires and oversees regional community organizer in the design and execution of engagement events and curriculum
Supports the execution of all other Mobile Unit programs and events as needed
Facilitate artistic relationships as needed for special events
Co-create engagement activities with community input to build relevant and resonant conversation

Learning

Creates systems for regularly reporting on progress, attendance for community engagement activities.

Capture best practices and lessons learned on behalf of The Public.

Lead project post-mortem with all departments and staff associated with the project.

Work with Director of Strategic Research & Planning to design and execute audience and community venue feedback.

Requirements:

Strong experience in community organizing and producing theater. Successful candidates must have experience building meaningful collaborative relationships with people from a wide variety of cultural and socio-economic backgrounds; practice interpersonal awareness, empathy, and have the capacity to stay calm in a fast-paced work environment. Must have the ability to develop, sponsor, and support the introduction of new and improved methods, procedures or technologies.

Key Competencies:

- Experience managing multiple competing priorities, budgets and a variety of stakeholders.
- Strong written and oral communication skills and the ability to anticipate problems before they occur.
- Rigorous attention to detail, able to work autonomously as well as collaboratively.
- They must have the ability to galvanize a team around a common goal.

A minimum of 5-7 years of artistic producing experience. Fluent in Spanish preferred. Proficiency in MS word, Excel, and database usage. This is a full-time position (40 hours/week). Some evenings and weekends, and ability to travel required. A valid driver's license required. This position reports to the Director of Mobile Unit. This is an Exempt position, according to the Fair Labor Standards Act.

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 send cover letter, resume, and salary expectations to jobs@publictheater.org with the subject line "Mobile Unit Programs Manager" application."