



425 Lafayette Street
New York, NY 10003

Public Forum Assistant (Part-Time Temporary)

The Public Theater seeks a part-time Assistant for our Public Forum Team! Public Forum is our audience engagement platform that ignites conversation about the work on our stages and the world at large. The Public Forum Assistant will support the program by managing artist and participant communication, coordinating meetings, and researching participants and community groups for future collaboration. They will provide day-of event production support and liaise with internal departments including Company Management, Production, Box Office/Front of House, and others. The Public Forum Assistant will also help generate and publish content for the Public Forum Twitter account and Digiturgy Tumblr page. Ongoing clerical and administrative tasks are assigned, but there will be ample opportunity to add your voice to the conversation around Forum programming as a valued member of the creative producing team.

Key Responsibilities:

- Program Support
 - Research potential participants for upcoming events and nurtures new and existing relationships with community organizations and networks.
 - Keeps department informed of developments with individual communities and other departmental and institutional matters.
 - Attends bi-weekly interdepartmental meetings to contribute to the streamlined producing of events.
- Event Support
 - Supports day-of event production as a member of the creative producing team
 - Attends all Public Forums and Civic Salons. Attendance at Speaker Series and Artists Talkbacks, as assigned
- Communication Support
 - Works with Associate Director of Special Artistic Projects on marketing and promotion strategies for all performances and events, striving to build attendance
 - Generates content for Public Forum Twitter and Digiturgy Tumblr page
- Administrative Support
 - Maintains department contacts, calendars, tracks internal and external community events on an on-going basis

Requirements & Qualifications:

- Strong interest in civic engagement, community organizing and the humanities are a plus.

- Prior experience in research, event production and/or artist relations are required.
- Successful candidates will have experience building collaborative relationships with people from a wide variety of cultural and socio-economic backgrounds, particularly with an eye towards intersectional and marginalized communities.
- Experience managing multiple competing priorities.
- Strong communication skills and the ability to anticipate problems before they occur.
- Rigorous attention to detail, able to work autonomously as well as collaboratively.
- Experience with social media (Twitter/Tumblr) a plus.
- Proficiency in MS word, Excel, and database usage.

This is part-time 20hr/week position, and some evenings and weekends required. This position reports to the Associate Director of Special Artistic Projects.

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.

How to Apply

Please send cover and resume to jobs@publictheater.org with the subject line "Public Forum Assistant."