

## Public Works Community Producing Coordinator

The Public Theater was founded in 1954 on the principles that theater is an essential cultural force and that art and culture belong to everyone. Public Works, a major program of the Public Theater, aims to restore and build community by connecting people through the creation of extraordinary works of art.

The Public is seeking a full-time **Public Works Community Producing Coordinator** who is passionate about community-building, artmaking, and theater producing. As the Community Producing Coordinator, you will establish, strengthen, and support relationships among our community members. You will provide support to all Public Works productions, from auditions through performances, serving the community partners, community ensemble, community alumni, and artistic teams.

### **Responsibilities:**

- Supports departmental producing of Public Works productions, conducting research, creating casting documents & calendars, coordinating with production team as needed, proofing marketing materials, etc.
- Supports the communication flow between several hundred community members and the Public Works department, helping create a welcoming and inclusive space. Creates and deepens relationships with community individuals. Returns all community member communication promptly and oversees Public Works cell phone as needed. Keeps Public Works department informed of developments with individual community members.
- Attends multiple weekly classes at community partner sites. Coordinates with participants and actively supports teaching artists. Documents class activities and shares summaries with PW Department.
- Encourages participation and leads teams of community members in serving the wider Public Works community, by inviting participation in the Newsletter committee and overseeing the creation of the quarterly Community Newsletter.
- Supports budgeting process, processing expenses/reimbursements, filing monthly AMEX reports and populating tracking documents.
- Coordinates with Marketing Department on marketing and promotion of Public Works events.
- Actively supports all Public Works productions, from auditions through performances, serving the community partners, community ensemble, community alumni and artistic teams. Attends all auditions, rehearsals, tech rehearsals, and performances.
- Coordinates with other Public Theater Departments (i.e. PR, Development, Marketing) as needed, collecting materials and assisting with documentation requests.
- Supports the department with administrative tasks, such as archiving, scheduling, proofing, onboarding new staff members, data processing, etc. Maintains community contact database.

### **Skills:**

- A warm host, capable of helping all different kinds of people feel welcome in a space
- An effective communicator, capable of connecting and communicating with different audiences
- Adeptness at fostering relationships/partnerships and working to meet shared objectives and goals
- Willingness to take action and accept new opportunities and tough challenges with passion
- Ability to learn quickly and work independently
- Strong decision-making abilities, with shown success at making thoughtful, timely decisions
- Ability to multi-task and work on multiple projects simultaneously
- Attention to detail and strong organizational and project management skills
- Comfort with Word/Excel

## **Experiences and Qualifications:**

- Experience in community-based work is highly preferred
- Proven interest in theater and performing arts
- Fluency in Spanish or Mandarin is a plus
- Ability to work evenings and weekends

As a condition of employment, the Public will require all employees 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 will provide exceptions only for employees with an approved medical or religious exemption.

This is a non-exempt position, according to the Fair Labor Standards Act. Position is available immediately. **This is a temporarily remote position, with the expectation to return to full time in-person in NYC in 2022.**

*Starting salary \$50,000*

Please send resume to: [jobs@publictheater.org](mailto:jobs@publictheater.org). Use subject line **Public Community Producing Coordinator** in your email.

## **Benefits & Perks:**

The Public Theater offers a robust slate of benefits, which currently include:

- A range of excellent health, dental, and vision insurance options
- Employee Assistance Program and Work-Life Services
- Flexible paid time off
- One paid “day of service” each year
- 10 weeks of paid family leave
- Commuter benefits for parking and transit
- Flexible spending accounts for healthcare
- Pension
- 403(b) Retirement Savings Plan
- Life and disability coverage
- Discounted gym memberships
- Free and discounted theater tickets

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 applicants 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.

## **About The Public**

The Public is theater of, by, and for the people. Artist-driven, radically inclusive, and fundamentally democratic, The Public continues the work of its visionary founder Joe Papp as a civic institution engaging, both on-stage and off, with some of the most important ideas and social issues of today. Conceived over 60 years ago as one of the nation’s first nonprofit theaters, The Public has long operated on the principles that theater is an essential cultural force and that art and culture belong to everyone.

Under the leadership of Artistic Director Oskar Eustis and Executive Director Patrick Willingham, The Public’s wide breadth of programming includes an annual season of new work at its landmark home at Astor Place, Free Shakespeare in the Park at the Delacorte Theater in Central Park, The Mobile Unit touring throughout New York City’s five boroughs,

Public Forum, Under the Radar, Public Studio, Public Works, Public Shakespeare Initiative, and Joe's Pub. Since premiering HAIR in 1967, The Public continues to create the canon of American theater and is currently represented on Broadway by the Tony Award-winning musical Hamilton by Lin-Manuel Miranda and John Leguizamo's Latin History for Morons. Their programs and productions can also be seen regionally across the country and around the world. The Public has received 59 Tony Awards, 169 Obie Awards, 53 Drama Desk Awards, 54 Lortel Awards, 32 Outer Critic Circle Awards, 13 New York Drama Desk Awards, and 6 Pulitzer Prizes. [Publictheater.org](http://Publictheater.org).