

## PUBLIC WORKS COMMUNITY ASSISTANT

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. The Public is seeking a **Public Works Community Assistant** to support the Public Works team and its summer production.

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. Public Works is animated by the idea that theater is a place of possibility, where the boundaries that separate us from each other in the rest of life can fall away. Working with partner organizations in all five boroughs, Public Works invites community members to take classes, attend performances and join in the creation of ambitious works of participatory theater. Public Works deliberately blurs the line between professional artists and community members, creating theater that is not only for the people, but by and of the people as well.

Public Works is rooted in long-term relationships with its community partners. Public Works Partners include Brownsville Recreation Center (Brooklyn), Casita Maria (Bronx), Center for Family Life in Sunset Park (Brooklyn), Children's Aid (Manhattan), Domestic Workers United (all boroughs), DreamYard (Bronx), Fortune Society (Queens), and Military Resilience Foundation (all boroughs). Public Works deliberately blurs the line between professional artists and community members to create theater that is not only for the people, but by and of the people as well.

The **Public Works Community Assistant** will support the Public Works team in administrative and community-related tasks during the rehearsal preparation process, in rehearsal, and during the performance run. They will aid in general arts administration and grassroots community organizing. The Public Works Community Assistant will provide steady, front-facing support to community members involved in the production and will be a vital part of the Public Works team.

### Key Responsibilities:

- Facilitating a supportive and welcoming environment for our community through rehearsals and throughout the duration of the run
- Assisting with COVID safety logistics and support for the ensemble
- Organizing casting information and dramaturgical material in preparation for rehearsals
- Tracking and communicating with community members and tracking materials/resources such as community metrocards
- Demonstrating model participation in the rehearsal room, including model COVID safety behavior
- Assisting in the documentation of the rehearsal process as well as community member interviews
- Providing backstage assistance during performances
- Assisting in carrying out the logistics of community events, including but not limited to dinners and opening/closing night gatherings

### Skills, Experiences and Qualifications:

- The ideal candidate has exceptional communication and interpersonal skills, and is organized, detail-oriented, flexible, and personable.

- Ideal candidate has interest or experience with community-based arts, theater and/or community-based organizations.
- Candidate should have a deep sense of pride in their work ethic, and the ability to be warm in a fast-paced, sometimes unpredictable theater environment.
- Office skills: Fluency with Word, Excel, internet research, email/phone tasks.
- Encouraged: a second language, especially Spanish or Mandarin, is helpful.

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 and booster (if eligible under CDC guidelines). The Public will provide exceptions only for employees with an approved medical or religious exemption.

**Approximate start and end dates: May 31 - September 18.**

This is a FULL-TIME, SEASONAL position with a pay rate of \$20/hour.

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.

This is an Non-Exempt position, according to the Fair Labor Standards Act. Position is available immediately. This is a temporarily remote position. The Public is looking towards a hybrid option going forward and is actively working on the policies around in-person/ remote work.

Position is available immediately. Please send cover letter and resume to: [jobs@publictheater.org](mailto:jobs@publictheater.org). Use subject line **“Public Works Community Assistant”** in your email.

**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.