



425 Lafayette Street  
New York, NY 10003

### Manager of Community Partnerships, Public Works

The Public Theater is looking for an experienced Manager of Community Partnerships to join the Public Works program. Public Works, a major program of the Public Theater, aims to restore and build community by connecting people through theater—both performing it and experiencing it—reminding us that we’re all in this together. Working with partner organizations in all 5 boroughs, Public Works invites community members to take classes, attend performances, and join in the creation of ambitious works of participatory theater.

The Manager of Community Partnerships will steward relationships with all community partner organizations, particularly the leaders of these organizations. This individual acts as a year-round liaison between community partners and The Public, overseeing a portfolio of current and alumni partner organizations. In addition, this role will research and maintain database profiles on prospective partner organizations.

The Manager of Community Partnerships will oversee the development of community classes and curriculum, collaborating on the design and oversight of all classes at community partner organization sites. They will coordinate and communicate class information and Public Works-related activities with the leaders of community partner organizations. The manager will also be responsible for the recruitment, hiring, and supervision of all teaching artists.

This is an exempt position, according to the Fair Labor Standards Act.

#### Responsibilities:

- Builds and maintains relationships year-round with all current Public Works community partner organizations, with a specific focus on the leadership of these organizations. Maintains portfolio of current and alumni partner organizations, keeping contacts, history, and agreements up-to-date and organized.
- Works closely with the Director to scout, vet and onboard future Public Works community partner organizations.
- Ensures the delivery of all Public Works classes, collaborating with Director and teaching artists on curriculum; handling schedules, recruitment, and logistics with all partner leaders; supporting teaching artists; and project managing all class sharings. Works with Director and Public Works team to innovate and develop new programming.
- Teaches community classes as necessary.
- Works with Public Works Coordinator to organize and successfully execute monthly community Potlucks and Affinity groups.
- Serves on the team of all Public Works productions. Oversees core elements of the process, such as the creation of visual dramaturgy materials for the rehearsal room.

- Coordinates schedule of auditions for community productions such as ACTivate and summer pageant at community partner sites.
- Attends all major Public Works programming and represents Public Works at community partner events.
- Collaborates with Special Events teams on events that involve community partner participation.
- Works with the Development department to help build support for Public Works, attending events and providing updates on Public Works activities for grant reporting.
- Leads marketing and promotion of community partner performances and events. Guides the design and preparation of community collateral pieces (class and potluck posters, audition fliers, slideshows, etc.).
- Manages Public Works Community Coordinator. Manages seasonal staff and interns as needed.
- The Manager will work closely with the Director of Public Works and the staff of The Public who have some part in the production and marketing of Public Works performances.

**Requirements:**

The successful candidate will have:

- Four to six years of experience in a community-based arts program or professional theater
- Experience building curriculum and teaching theater practice (acting, script-writing and reading, dramaturgical research, aspects of directing, etc.) to individuals of diverse backgrounds and experience levels
- Strong management skills and the ability to see a problem from different angles and build consensus
- Facility with community organizing within a wide range of communities
- Exceptional communication and interpersonal skills and adeptness at building collaborative relationships with a diverse array of people
- A strong interest in and/or experience with community-based arts
- Availability on nights and weekends for Public Works events
- The ability to remain affable and calm within a fast-paced and changeable environment

The ability to speak Spanish or Mandarin is a plus.

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](mailto:jobs@publictheater.org)