



425 Lafayette Street
New York, NY 10003

Public Works Seasonal Community Coordinator

Public Works is a major initiative of The Public Theater that 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 five boroughs, Public Works invites community members to take classes, attend performances, and join in the creation of ambitious works of participatory theater. It 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 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.

Public Works is rooted in long-term relationships with its community partners. Public Works Partners include Brownsville Recreation Center (Brooklyn), Casita Maria Center for Arts and Education (Bronx), Center for Family Life in Sunset Park (Brooklyn), Children's Aid (Manhattan), Domestic Workers United (all boroughs), DreamYard (Bronx), The Fortune Society (Queens), and Military Resilience Foundation (all boroughs). More information on the organization and internships can be found at www.publictheater.org

The Public Theater seeks a seasonal Community Coordinator for our Public Works Team. This is a seasonal position to support the annual Public Works production. The position is a hands-on role that serves as one of the primary points of contact for our Public Works community members.

The seasonal Community Coordinator reports to the Public Works Manager of Community Partnerships and collaborates closely with the full-time Community Coordinator.

Key elements of the position include:

- Grass Roots Organizing: Facilitates inclusion, connection and an open flow of information with several hundred community members and Public Works. Manages and nurtures relationships with all community individuals. Keeps department informed of developments with individual community members and other departmental and institutional matters.
- Production: Serves as part of the team for the Public Works summer production. Collaborates with the full-time community coordinator to support from auditions through the rehearsal process, serving the community ensemble and community alumni, and facilitating their participation. Attends all auditions, rehearsals, tech rehearsals, and performances. Maintains strong communication with Public Works Department regarding all community issues.
- Classes/Teaching: Attends weekly classes at community partner sites and supports teaching artists as necessary.
- Event Planning: Supports the execution of community potlucks and makes sure Public Works community is informed, updated and attends events. Supports the execution of all other Public Works programs and events as needed.
- Project Management for Affinity Groups: Assists as needed with the Public Works affinity groups, including facilitating the monthly community Newsletter, supporting attendance at Public Theater shows through the Ambassador Committee, and supporting the Hospitality Committee.

Requirements:

Interest—and ideally strong experience—in community organizing and/or theater. Skills and experience teaching theater a plus. Ability to work with many people of many backgrounds. Strong communication skills and the ability to anticipate problems before they occur. Interpersonal awareness, empathy, and capacity to stay calm in a fast-paced work environment. Proficiency in MS word, Excel, and database usage. Ability to speak Spanish or Mandarin is a plus.

The position will start in March 2020 and end in August 2020. This is a Non-Exempt full-time 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 resume and cover letter to jobs@publictheater.org