

Broadway Rose Theatre Company

Position: Authentic Community Engagement (ACE) Coordinator – Full-time, exempt

In 2016, Broadway Rose Theatre Company created a three-year Authentic Community Engagement (ACE) Plan to increase cultural diversity throughout the organization (artists, staff, board, volunteers, and audiences).

The ACE Coordinator will work with the Broadway Rose team to accomplish the four key goals of the ACE Plan.

1. Continue to develop Broadway Rose as a community asset
2. Increase engagement in diverse communities throughout the metropolitan area
3. “Raise” the next generation of theatre audiences and artists, i.e. children and youth, through education and appreciation strategies
4. Increase engagement among younger adults in the metropolitan area and beyond

Major Activities: To be successful in these goals, The ACE Coordinator’s activities will include:

1. Create opportunities for outside groups from various sectors to use our facilities by developing a rental/usage plan and calendar of availability.
2. Conduct community mapping of organizations with an emphasis on, but not limited to, those organizations serving people of color in Washington County.
3. Build relationships with community leaders from organizations serving people of color, young professionals, students, and theatre artists. Includes attendance at community events and participation in community groups and activities.
4. Expand recruitment efforts for summer education programs and internship program to include diverse participants.
5. Work with Artistic Director to develop a bi-lingual after-school or spring break program for elementary school aged students.
6. Create a Broadway Rose Intern Alumni Group to engage young people who have participated in the summer intern program.
7. Work with staff from other departments, such as Marketing and Development, to ensure successful implementation of ACE Plan strategies.

Required Qualifications:

1. Bachelor’s degree and/or 3 or more years of non-profit or education experience.
2. Community outreach experience, i.e. ability and tools to identify prospective community partners, make contacts, build relationships and achieve outcomes.
3. Ability to work with people from diverse backgrounds, situations, race and ethnicities.
4. Comfort level with leaders across sectors including the arts, education, business, nonprofit organizations and government.

5. Ability to conduct community research and prepare and conduct assessments.
6. Ability to maintain accurate records and prepare reports related to program activities.
7. Ability to work independently, exhibiting strong organizational skills, creativity, resourcefulness and accountability to all program outcomes.
8. Cooperative manner and ability to work as part of a team.
9. Flexibility and ability to work on, and meet, multiple tight deadlines.
10. Computer skills including Microsoft office.
11. Excellent communication skills.
12. Have own transportation.
13. Able to work some weekends and evenings.

Desired Qualifications:

1. Familiarity with/appreciation for theatre arts.
2. Knowledge of/experience with social marketing.
3. Knowledge and/or experience working with young people.
4. Experience in event planning.
5. Bilingual in English and Spanish.

Salary: Full-time position at \$35,000/year.

TO APPLY please submit resume and cover letter via email to:
Dan Murphy, Managing Director
dan@broadwayrose.org

Applications are due by August 15, 2017.

Please include three professional references on your resume.

Broadway Rose Theatre Company is actively recruiting persons from various ethnic and cultural backgrounds as part of its commitment to a diverse workforce. Broadway Rose does not discriminate in employment or contracting based on race, color, religion, sex or national origin. Qualified applicants are considered for all positions without regard to age, marital status, sexual orientation, or the presence of a non-job-related medical condition or handicap. This policy applies to all employment and contracting practices, including recruitment, selection, training and development, advancement, demotion, and separation.