



COMMUNITY ENGAGEMENT ASSOCIATE JOB ANNOUNCEMENT

Position: Community Engagement Associate
Department: Community Engagement
Reports to: Director of Community Engagement
Status: Full-Time, Annual, Non-Exempt
To apply: Send resume to: careers@milwaukeeep.com

Milwaukee Repertory Theater is seeking a Community Engagement Associate to support the operations of the departments efforts of developing audience enrichment and community engagement events, providing general administrative support for the Community Engagement department, and acting in a Community Ambassadorial Role.

Major Duties and Responsibilities:

Audience Enrichment & Community Engagement Events

- Create and execute activities, events, and programs tied to The Rep's stages, both inside the theater and out, that deepen the engagement of existing participants, attract new audiences, promote access to the institution, and demonstrate the value of theater by positioning it at the center of vital civic conversations and meaningful actions, as reflected in core programming. These activities may include panels, symposia, pre- and post-show conversations, off-site events, Rep-in-Depth, etc.
 - Oversee Rep-in-Depth
 - Serve as a primary talkback and panel moderator
 - Plan and execute logistics for large-scale events such as Act II. Create events such as panel conversations including researching and inviting panelists, as well as day-of logistics.
 - Create events when the need arises (i.e. a community partner reaches out with an idea) and create events for the long-term that can be announced at the beginning of the season.
- With the Director of Community Engagement, work with the Development Department to identify underwriting, sponsorship and promotional opportunities for these activities, including editing grants, creating project budgets, etc.

Administrative Support

- Contribute administrative support to all community engagement programming throughout the season as needed.
- Co-develop and implement assessment tools for community engagement programming.
- Contribute to evaluation, archiving, and reporting processes for community engagement programs.
- Support institutional Equity, Diversity, and Inclusion work.

Partnership Relationships / Community Ambassadorial Role

- In collaboration with the Director of Community Engagement, seek out, develop and maintain collaborative relationships with key community organizations/leaders to build The Rep's relationships in the community.
- With the Director of Community Engagement, represent The Rep at community events and meetings.
- Support the execution of partner events both at The Rep and at partner sites.

Professional Training Institute

- Serve as a supervisor & logistical coordinator for the PTI workshops and summer performance.

Qualifications:

- Education as is generally found in four years of college or equivalent experience required
- At least two years' experience specializing in community relations, event programming or education within a cultural institution
- Knowledge of best practices for arts-based collaboration with community partners.
- Skill in dramaturgical meaning-making and design for audience-based programming.
- Ability to make informed decisions on maintaining The Rep's positive image and public perception of The Rep and its programs; disseminate information that maintains that positive image and public perception
- Knowledge of best practices for equitable working environments.
- Knowledge of community based services and institutions in the Milwaukee geographic area.



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Qualifications cntd:

- Ability to facilitate conversations between departments to achieve common goals
- Ability to effectively plan and delegate the work of others
- Ability to plan, assign, and/or supervise the work of others
- Ability to maintain deadlines, oversee event planning, coordination and completion
- Excellent communication skills including ability to adjust communication styles according to audience with community leaders, organizations and businesses and public officials
- Ability to use tact and good judgment
- Excellent written and oral skills. Ability to compose logical and orderly proposals and informational pieces for executive management and community groups
- Ability to solve practical problems and think on your feet
- Knowledge of a computer, copy machine, and telephone systems. Knowledgeable in the use of computer software such as Microsoft Office Suite programs
- Ability to work independently and function with little supervision
- Ability to maintain a valid driver's license. Access to a car is preferred, but not required.
- Ability to work evenings and weekends, as necessary
- Ability to pass a background check in compliance with local and/or federal employment laws

Compensation, Schedule, and Benefits: Milwaukee Repertory Theater employees receive a comprehensive compensation package, including health, dental, and vision insurance, a paid time off package, and 403(b) retirement plan.

About Milwaukee Repertory Theater: The Rep ignites positive change in the cultural, social, and economic vitality of its community by creating world class theater experiences that entertain, provoke, and inspire meaningful dialogue among an audience representative of Milwaukee's rich diversity. Producing over 600 performances in four distinct venues every season requires a team of dedicated, passionate and skilled people. Whether it be a 30+ year veteran employee or one who's never experienced a Milwaukee winter before, everyone shares a common sense of purpose and determination that enables us to bring world-class theater to the stage. Season after season, our accomplished team never ceases to amaze! **To read more about Milwaukee Repertory Theater, please visit: www.MilwaukeeRep.com**

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Please, no walk-ins or phone calls.

Milwaukee Repertory Theater is committed to creating a culturally diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, marital status, national origin, genetics, disability, age, or veteran status.