

POSITION DESCRIPTION

POSITION TITLE:	Equity, Belonging, and Engagement Manager
DEPARTMENT:	Equity, Belonging, and Engagement
REPORTS TO:	Director of Equity, Belonging, and Engagement (EBE)
WORK SCHEDULE:	Full-time, 40 hour per week Monday-Friday. Some evenings and weekends required.
STATUS:	Exempt
COMPENSATION:	\$1,284.62-\$1,336.54/week, equivalent to \$66,800.24-\$69,500.08 annualized
BENEFITS STATUS:	Eligible

Under the supervision, strategic and conceptual guidance of the Director of Equity, Belonging, and Engagement, work to ensure the successful delivery of Center Theatre Group's engagement programs, services and events.

ABOUT THE COMPANY

At Center Theatre Group (CTG), we believe theatre creates an extraordinary connection between artists and audiences. As one of the nation's most influential non-profit theatre companies, we provide the broadest range of theatrical entertainment in the country at the Ahmanson Theatre, the Mark Taper Forum and the Kirk Douglas Theatre (KDT). Whether it's producing new work through our robust artistic development programs or engaging people of all ages and backgrounds across Los Angeles through our community and education programs, we put theatre at the center of it all.

Center Theatre Group commits to creating a safe space where the values of diversity, equity, access and inclusion are rooted in all levels and aspects of our work. We aim to attract, nurture and retain staff in a supportive home where we can be our best selves. We celebrate our commonalities and embrace our differences in order to ensure that everyone has access to our work onstage, behind the scenes and in the community.

As a non-profit performing arts organization, we strive to reflect the community we serve and to harness the power of art to transform society. To that end, we are committed to bettering ourselves and embracing equity, diversity, inclusion and access in all of our work. In addition, we are committed to promoting an environment that actively works against racism, harassment and discrimination.

POSITION SUMMARY

The Equity, Belonging, and Engagement Manager (EBE Manager) would play a vital role in the implementation and support of initiatives that build deep relationships with audience, staff, and artists that allow us to achieve our mission and maximize our impact in the community. The EBE Manager will be responsible for the administrative details and management of engagement events that lead to effective engagement initiatives that align with the season programming, community building, and audience development. These may look like pre- and post-show experiences or could stand alone as an event. They will also manage internal events for staff belonging. These would include working alongside the Executive Programs Manager on trainings, workshops, implementation of feedback loops, and equity building. The person in this role will be communicating with guests, teaching artists, moderators, and speakers. This position will shift between management and hands-on work daily and the schedule is flexible to the ever-growing needs of our community and will be expected to work non-traditional hours as needed.

PRIMARY DUTIES

Audience and Community Engagement Programs

- Work with the Director of Equity, Belonging, Engagement in implementing CTG's engagement vision.
- Serve as programs and project manager for: audience engagement activities, pre- and post-shows engagements, community happy hours, workshops, and additional programs as assigned.
- Communicate with guests, teaching artists, moderators, speakers, workshop leaders, internal team leads, and staff regularly.
- Demonstrate an ongoing to commitment to CTG's equity, diversity and inclusion initiatives and demonstrate an ongoing commitment to ensuring an anti-racist work environment and culture.
- Develop, maintain and reconcile budgets for assigned artistic programs in coordination with the EBE department to maintain accurate and timely financial oversight of EBE programs and activities.
- Meet regularly with EBE and Executive staff to provide updates, progress reports and address concerns relating to any event or project.
- Collaborate with other CTG departments to meet logistical needs of projects.
- Attend performances and events as needed.
- Serve as department liaison and represent department interests with artistic team as it relates to shows and content. Attend weekly producers meeting and annual season planning meetings to stay abreast of developments with productions, show content and creatives, collateral and update department regularly.

Project Manager for EBE Initiatives

- Working with Director of EBE on execution and support Affinity Spaces, and Accountability Team.
- Working with the Executive Programs Manager for internal initiatives when needed including staff trainings.
- Collaborate with EBE and Executive staff to support new project development and maintain and upkeep ongoing initiatives.
- Represent the EBE department at events, meetings and conferences as needed.
- Serve as a liaison between EBE and various departments within CTG to ensure a clear flow of information and ideas.
- In collaboration with cross departmental team, develop long-range strategic goals for assigned programs.

- Research needs and priorities for program development.
- Establish measurable goals and outcomes for programs.
- In collaboration with other key staff, manage the development of program content.
- Identify program partners (project personnel, co-presenters and collaborators, etc.), solicit involvement and manage these relationships.
- Oversee the development of program components and materials (activities, collateral, flyers, takeaways).
- Develop timelines/benchmarks.
- Establish evaluation and documentation strategies:
- Direct and manage project documentation.
- Manage participant assessment, program evaluation and reporting including project summaries, archives, etc.; and assist in grant reporting as required.

EBE Administration:

- Manage EBE Department Budget, including receipt management, payables, tracking, reconciliation, and credit card submissions.
- Participate in cross-departmental working groups as assigned.
- Respond to inquiries about EBE partnerships.
- Work collaboratively across CTG departments.
- Attend shows, festivals, workshops, readings and represent CTG at Los Angeles community events as requested.
- Actively participate in department-level discussions related to strategic vision, priority setting, season planning, program development and staffing, as needed.
- Work with other department staff with the planning and implementation of department programs, services, and activities (conferences, matinees, workshops, trainings, etc.), as assigned.
- Collaborate with the Director on supervision, task assignments and mentoring of department interns, as needed.
- Act as staff support for the AREDI Committee of the Board of Directors by providing regular updates on AREDI work, managing their scheduling and communication, and coordinating production and distribution of minutes and materials
- Track progress on AREDI, Accessibility, and Engagement goals through surveys and other data-gathering tools, and support social accountability updates and other internal and public data-sharing

Knowledge and Essential Skills

- Passion for the arts and how they can be a community connector.
- Demonstrated experience in community engagement/relations, community organizing, event communications and producing, theatrical administration, and integrating practices of Equity, Diversity, and Inclusion within this work.
- A strong project manager.
- Detail oriented with excellent organizational skills.
- Experience with the budgeting process.
- Ability to effectively communicate, both orally and in writing.
- Ability to adapt to rapidly changing conditions and thrive under multiple deadlines and shifting priorities with a high degree of creativity, initiative and resourcefulness.
- Regularly exercise good judgment, independent thought and discretion.

- Ability to lead with the spirit of collaboration, as well as work within a team structure.
- Ability to maintain highly confidential information and maintain and work within a professional work environment.
- Self-motivated work ethic with the ability to follow up/follow through and multi-task independently.
- Awareness and understanding of the professional theater landscape, including new work and contemporary performance.

All employees are required to pass a background check.

CTG is committed to ensuring a safe and healthy workplace. All employees are strongly encouraged to remain current with COVID-19 vaccinations and boosters.

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all job duties performed by the personnel so classified. Management reserves the right to revise or amend duties at any time.

TO APPLY:

Please email your resume and cover letter and **three references** to: EBEjobs@ctgla.org

Please be sure to include the position title in the subject line of your email. Due to the high volume of submissions received, emails without this information may not be considered.

We are looking for a passionate theatre administrator. Tell us why you are the ideal person for this role. Please also let us know how you became aware of this job opportunity, e.g., name of website, current employee, other source.

NO PHONE CALLS PLEASE. We will contact qualified candidates to set up interviews.

Center Theatre Group is an equal opportunity employer and does not discriminate against any applicant on the basis of race, religion, sex, sexual orientation, gender identity, marital status, color, ancestry, disability, age, national origin, pregnancy, veteran/military status, genetic information or any other basis prohibited by law. Center Theatre Group will consider for employment qualified applicants with criminal histories in a manner consistent with the requirements of the Los Angeles Fair Chance Initiative for Hiring Ordinance. We support, promote and embrace a diverse workforce.