



JOB POSTING

POSITION TITLE: Community Engagement and Partnerships Manager
FLSA STATUS: Regular, Full-time, non-exempt
REPORTS TO: Associate Artistic Director Danielle Ward
DEPARTMENT: Artistic

San Diego Repertory Theatre (San Diego REP) produces intimate, provocative, inclusive theatre. We promote an interconnected community through vivid works that nourish progressive political and social values and celebrate the multiple voices of our region. We are committed to diversity both on-stage and among our staff and invite interested applicants to review our EDI statement, posted on our [website](#). We encourage applications from marginalized communities including black, indigenous, people of color, LGBTQIA+, women, neurodiverse, and people with disabilities.

POSITION SUMMARY

San Diego Repertory Theatre (San Diego REP) seeks a Community Engagement and Partnerships Manager to join the theatre's artistic department, reporting to Associate Artistic Director Danielle Ward. This full-time position will play a critical role in the theatre's community-centered initiatives. They/She/He will work towards several organizational goals: to produce high-quality community engagement programming, to develop and deepen mutually-beneficial relationships with members of our community, to form long-term partnerships with cultural and social organizations as well as local businesses, to help ensure San Diego REP is creating work relevant to the urgent questions arising in the community, and to increase the diversity of our audiences. The Community Engagement and Partnerships Manager will work to ensure that a wide swath of San Diego communities are aware of, feel a part of, and feel welcomed into San Diego REP's family and activities. As a key ambassador for the organization into the greater San Diego community, they/she/he will partner with the Board and staff to expand San Diego REP's family of patrons and partners. San Diego REP seeks a passionate creative thinker who has deep roots in multiple sections of the San Diego community and a strong belief in the power of art create community and enrich lives.

ROLES AND RESPONSIBILITIES

- Build a clear plan for San Diego REP's new community partnership program based on best practices from national theatres around community building;
- Nurture current long-term partnerships while cultivating new mutually-beneficial community partnerships based on the plays and festivals San Diego REP produces as well as SD REP commitments to selected groups such as members of San Diego's Filipino, Native American, Transgender, and Black communities;
- Curate REP Xtras: production-specific community activities including post-show discussions, salons, community conversations, lectures and other activities, building

partnerships around these activities, as well as assist producers with the festival-related events;

- Curate a rotating Lyceum art gallery with work that matches REP show/festival themes from community artists that is inclusive and welcoming to the multiple communities we are engaging;
- Forge and recruit diverse community participants for a new Curious Souls Community Council, developing recruitment materials, researching avenues for recruitment, and developing relationships with potential partner organizations and ambassadors;
- Partner with local Artists of Color and community groups to create more opportunities for illuminating their art and stories at the Lyceum theatre spaces (ex: produce a spoken word night on our lobby stage or offer space for a gathering of a local Indigenous group);
- Help foster authentic ways for staff and Board to make mutually beneficial, long-lasting connections with affinity groups/community groups that center around the community's needs, plus organize and empower San Diego REP staff's involvement in community engagement activities and volunteer opportunities;
- Produce experiences or events off-site that closely tie the theater to the larger San Diego community, (such as participation in San Diego's Pride Parade);
- Participate in artistic department meetings focused on creating bridges between artistic programming and community partnerships;
- Read and evaluate plays under consideration for San Diego REP season planning; paying particular attention to 1) which plays could establish new community partnerships and entry points for new audiences, 2) which plays could allow for community groups to be an integral part of the production, and 3) which plays could provide compelling, inclusive, civic-minded events;
- Convene listening circles or other community conversations to gather information about perceptions of San Diego REP in the community and lead discussions around ways San Diego REP could expand its inclusivity and accessibility in collaboration with the Director of Venue Experience;
- Coordinate with marketing, development, and box office on discount ticketing and fundraising strategies that support and expand San Diego REP's audiences (e.g. pay what you can nights, free or discounted tickets, ticket fundraising opportunities to organizations whose mission is tied to a theme in a given play);
- Work with the development department to help identify grants and sponsorships for these community engagement initiatives;
- In collaboration with the Marketing & Communications Director, create communication materials designed for target communities;
- Create opportunities for sharing anti-racism and anti-bias learnings and tools with audiences and lead forums for discussion;
- Maintain a database of local community leaders/partners;
- Manage the community engagement budget;
- Be a representative of (and advocate for) San Diego REP in the community, at local events, and nationally at theatre meet ups, conferences, etc;

- Be a representative of (and advocate for) the community at San Diego REP;
- Other duties as assigned.

EXPERIENCE, KNOWLEDGE, and SKILLS

- Proven ability working in an arts or cultural organization in an administrative or event management capacity;
- Experience with community outreach and engagement, preferably in a producing or programming role;
- Demonstrated leadership experience working collaboratively with staff, artists, and community members;
- Deep roots with multiple under-represented groups within the greater San Diego community;
- High-level oral, written, and interpersonal communication skills, including the ability to build positive working relationships and influence outcomes in a constructive manner;
- Strong project management, organizational, and time-management skills;
- Flexibility, creative problem solving, and adaptability;
- In-depth understanding of race and colonialism in the US context with a strong commitment to anti-racism and anti-oppressive practices;
- Commitment to BIPOC arts/culture, experience working with culturally specific contexts;
- Strong belief in the power of art create community and enrich lives;
- Ability to work nights and weekends as needed
- Have personal transportation to travel across San Diego County;
- Proficiency with MS Office applications, Google Drive, social media, and zoom/video conferencing;
- Spanish language proficiency is a plus.

EDUCATION

Bachelor's degree from an accredited institution, or equivalent work history. Advanced degree training, mentorship, or work experience is a plus.

COMPENSATION

This full-time non-exempt position will receive compensation in the range of \$22.50–\$24.00 per hour for 40 hours a week, plus benefits, including paid vacation, employer sponsored health insurance, employee-paid dental and vision insurance, and participation in 403b and FSA plans.

TO APPLY

Please email your **resume, cover letter that includes specific connections you have within multiple San Diego communities, a personal diversity statement** to: dward@sdrep.org by **September 10, 2021** and tell us why you are the ideal candidate for this specific job. Form letters or resumes without a cover letter will not be considered.

San Diego REP is an Equal Opportunity Employer (EOE) and will not discriminate on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, gender identity, genetic information, sex or sexual orientation, or any other protected category in its hiring and employment practices, or in any other aspect of the employment relationship.