

Position: Community Engagement Manager

Reports to: Director of Inclusion, Engagement and Training

Direct Reports: None

Indirect Reports: None

Status: Regular Full-time, Exempt

Compensation and Benefits: \$45,000 - \$54,000 per year, Paid Time Off, Paid Holidays/Days of Celebration, Matched Retirement Plan, Disability and Life insurance, Health, Dental, and Vision Insurance

The Community Engagement Manager provides support to Stages' community engagement endeavors and provides staff leadership to the Houston Theater Training Coalition. This individual is responsible for the overall support of the artists and community engagement contractors - both local and non-local hires. The Community Engagement Administrator also supports the logistics of engagement events and programs.

About us

Stages tells compelling stories in an intimate setting where audiences can connect with both the art on stage and the people who create it. We produce a broad scope of plays and musicals ranging from jukebox musicals and family entertainment to world premieres and new work by emerging writers.

Stages was founded in 1978 and we've grown to become Houston's sixth largest nonprofit performing arts producer and the largest outside the downtown theater district. We perform year-round with an average of 12 productions and 75,000+ visitors each season. We've opened our new home, The Gordy, made possible by a fully-funded \$35 million capital campaign.

We're a welcoming, collaborative culture that encourages each staff member to take initiative, share ideas, and help shape the organization. Working at Stages hits the sweet spot between struggling startup and corporate behemoth.

About you

You are passionate about theater! You care deeply about the training of theater-makers and artists of all kinds. You believe deeply in building community. You flourish in collaborating with the artistic team. You love details and logistics and scheduling; you are organized and adaptable. You like to plan ahead. You are at home interacting with artists, board members, and other community stakeholders. You have a can-do attitude and enthusiasm for the organization and its artistic vision. You let the values of anti-racism and anti-oppression guide your work and are passionate about creating inclusive spaces.

What you'll do at Stages

- Work with the Inclusion, Engagement, and Training Director to coordinate for Community Engagement programming. This includes engaging consultants, scheduling rehearsals and meetings, and communication with staff and board to share information and set expectations for participation.
- Serve as the primary administrator and support in the creation and stewardship of the newly created Houston Theater Training Coalition, working directly with the IET Director. As the HTTC begins its life, mindful creation is at the forefront of this role. Specific responsibilities include communications with stakeholder groups, coordinating logistics for training and Coalition

meetings, and providing support to the mentor and mentee programs at Stages and in Coalition theaters.

- Schedule and maintain a retrospective review calendar and take detailed notes of each retrospective review meeting.
- Contribute to the development, sustainability, and growth of Sin Muros, The Young Artists Conservatory, and other long-range engagement programming
- Create and distribute community partnership agreements.
- Work with Production Manager to maintain communication flow between Production, Artistic, and Inclusion, Engagement and Training departments.
- Work with Production Manager and Venue and Events Manager to coordinate facility usage for Engagement activities.
- Deepen audience engagement with surround programming as well as pre-/post-performance engagement opportunities including talkbacks.
- Provide leadership for a school matinee program including coordination of performances and development of associated educational materials..
- Build and grow Stages' production and performance internship programs with a focus on emerging professionals from underrepresented communities.
- Other duties as assigned.

To excel in this job, you'll need

- Proven ability to work well both independently and collaboratively.
- Excellent organizational skills.
- Excellent communication, interpersonal skills, and relationship building skills.
- Teaching experience a plus

This is important

Stages is committed to advancing equity, diversity and inclusion. We are committed to creating and maintaining a safe creative environment for staff, artists and our community. We know that through discussion and expression we can continue to promote change in a positive direction. We believe that diversity on and off stage is important. We are committed to bridging cultural gaps and creating an environment of inclusion and equity for all. It is our intent to provide equal opportunities to all who may apply. We welcome every race, color, religion, sex, sexual orientation, national origin, age, genetic makeup, gender identity or expression, disability, veteran status and thinking style.

Our hiring process

First, send us some information about yourself—please include an introduction to help us understand who you are and why you're right for this position (eg: cover letter, email, personal statement, video) as well as anything you think might be helpful to understand your background, experience, and skills. This could include a resume, event materials, writing or other work samples, personal website, LinkedIn profile, etc.

Human Resources Generalist

Stages

800 Rosine Street

Houston, Texas 77019

humanresources@stageshouston.com

If we think you might be a good fit, we'll contact you to schedule an introductory interview with our team. This conversation will help us learn about you, share more about the job and Stages, and answer your initial questions. From there, we may also invite you to talk with other staff members from positions across the organization so that you have an opportunity to explore Stages' culture and work environment, and we can get a sense of what you'll bring to the team.