



The Human Race Theatre Company
126 N. Main Street
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www.humanracetheatre.org

Job Title Engagement & Learning Coordinator

Reports to Artistic Director

Job purpose

The Human Race Theatre Company (HRTC) seeks a Learning and Engagement Coordinator who supports the company's connection with the Dayton community through the power of storytelling and theatre. Reporting to and working closely with the Artistic Director, this position will actively pursue, cultivate, and facilitate meaningful connections between Human Race Theatre Company's programs, activities and productions and the Greater Dayton area. This position will also schedule and evaluate the company's programs for all ages through partnership with educators, community partner organizations and teaching artists, meeting goals to increase their scope and impact. They will also serve as the curator for production-specific events like While We're on the Subject, Meet and Greets, Inside Track as well as other offerings. This role will uphold HRTC's company value statements.

Duties and responsibilities

Programs 50%

- Plan and execute the company's current programs by:
 - Facilitating all program logistics, including space, participants, promotions
 - Actively pursue ways to increase scope and impact
- Support virtual programs as needed
- Identify and invite guest speakers for discussions, events and meetings as appropriate
- Coordinate and maintain accessibility initiatives such as Sawbuck Sunday, Pay What You Can, Visual/Hearing impairment services
- Tours, pre show events, donor engagement activities,
- Work with educators, community partners, stakeholders, resident artists, and teaching artists to develop new programs for audiences in alignment with company mission and partner goals
- Ensure the company's participation in key outward facing community events
- Collect quantitative and qualitative data on all programs, draft report narratives for project outcomes
- Create monthly communications for the company's blog and engagement mailing list, promoting the company's engagement offerings to build participation
- Coordinate internship opportunities and applications and serve as liaison for area university and high school theatre programs

Office/Company Administration 30%

- Participate and help coordinate “Full Company” projects, work calls, meetings and events
- Attend, notate and create follow up tasks with Artistic Engagement Committees
- Coordinates with Communications Coordinator on donor interactions and activities
- Schedule teaching artists and resident artists for engagement activities
- Maintain database of metrics for active participation in engagement offerings for use in grant applications
- Maintain data for use in grant narratives
- Work with Executive Director on prospecting funding opportunities for programs and initiatives

Marketing & PR Support 20%

- Write web, eblast and social media copy to promote HRTC engagement programs and events
- Collaborate with Marketing and PR regarding public announcements of activities

In addition to the duties listed above, the Human Race Theatre Company expects the following of each employee: adheres to theatre’s policies and procedures; works in a safe manner; performs duties as workload necessitates; maintains a positive and respectful attitude; communicates regularly with supervisor about department issues; demonstrates efficient time management and prioritizes workload; demonstrates regular and consistent attendance and punctuality; meets department productivity standards; participates in HRTC events as needed or required; and completes other duties as assigned.

REQUIRED QUALIFICATIONS

- 2-3 Years work experience as a community organizer, programs manager or similar role not necessarily in a performing arts organization
- Aptitude in Microsoft Office Suite
- Excellent oral and written communication
- Excellent organizational skills, attention to detail, and ability to work well both independently and with others
- Skill in public speaking, group activities and facilitation
- Passion about mission, imaginative in execution
- An authentic, diplomatic, positive attitude that creates a supportive atmosphere
- An ability to prioritize long term and short term projects with efficiency
- Demonstrated commitment to inclusive practices in all areas
- Evening and weekend availability frequently required due to varying schedules
- An inquisitive mind that actively pursues ways and practices that elevate the work of the Human Race Theatre Company

PREFERRED QUALIFICATIONS

- A 4-year degree in Theatre, Theatre Pedagogy, Community Arts, Arts Management or other related discipline or equivalent professional experience
- An interest in theatre, storytelling, oral traditions, spoken word poetry or similar performance art practice
- Experience working with marginalized populations including the unhoused, job seekers, formerly incarcerated, recovery, or differently-abled individuals.

Work environment

- HTRC utilizes a 40-hour work week, with the understanding that some periods may require longer hours, weekends and/or holidays.
- HTRC is a typical collaborative, dynamic theatre work environment with individual projects or tasks independently managed.
- Workplace benefits include available flexible work schedule, generous holiday and paid time off.
- A shared office environment with a computer, phone, printer and copier are provided.
- Outside projects not in conflict with event schedule may be accepted with prior approval after preliminary period of 6 months.
- Part time to start, with a starting salary of \$22,500

Physical requirements

The following physical requirements are essential functions of the Engagement and Learning Coordinator:

- Prolonged use of computer screen
- Prolonged seated position
- Some walking and bending, stooping and lifting (at least 25 pounds) is required
- Typing and communication by phone
- Ability to work in a semi-open office environment
- Sit for 2 or more hours at a time
- Climb 3 flights of stairs (there is elevator access in the building)

Direct reports

Teaching Artists

TO APPLY

Submit a cover letter and resume (or work experience summary) to Emily N. Wells, Artistic Director at emily@humanracetheatre.org. No phone calls, please.

Human Race Theatre Company provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, gender identity, genetics, and any other areas protected by law.