

# ENGAGEMENT MANAGER ASSOCIATE ARTIST

Department	Artistic	Salary	\$48,000.00-\$50,000.00
Supervisor	Artistic Director	Status	Regular, Full time, Non-exempt, eligible for overtime
Revised	December 2021	Location	Seattle, WA

## SUMMARY

The Engagement Manager Associate Artist will have a position at the heart of ACT's Artistic Department as they build relationships and create opportunities for ACT to better serve our community. The Engagement Manager Associate Artist will navigate engagement programs from ideation to completion and work in tandem with the Artistic Team to help identify and carry out the day-to-day artistic operations of the theatre.

We are looking for a creative thinker who will take a role in shaping ACT's future. This role will report directly to the Artistic Director. ACT's target candidate will be a strong public speaker, a community builder, and an effective project manager who is highly collaborative, with a passion and curiosity about working with diverse communities.

This role will play an active part in the Artistic Department's exploration into the potential of theatrical engagement beyond traditional models as they participate alongside the entire ACT staff in helping achieve all goals related to Equity and Inclusion.

## SPECIFIC JOB FUNCTIONS

<p><b>Community Engagement</b></p> <ul style="list-style-type: none"> <li>Identify community partners and cultivate lasting relationships with them on both a play-specific and a company-at-large basis</li> <li>Collaborate with the artistic department in fostering bridge-building strategies to develop long-lasting relationships with as many communities in greater Seattle area, with the intention of furthering ACT's goals of existing as a civic-minded institution</li> <li>Routinely participate in activities and attend events throughout the region with the goal of introducing ACT and its mission to these communities</li> </ul>	50%
<p><b>ACT Artistic Engagement</b></p> <ul style="list-style-type: none"> <li>Organize and oversee pre- and post-show discussions with artists and community members alike, including panels and audience talkback events</li> </ul>	30%

<ul style="list-style-type: none"> <li>• Represent the mission and values of ACT Theatre and the engagement programs by creating the content for and participating in panels and discussions, leading tours of ACT, authoring articles and letters, taking part in video interviews, and other public facing engagement opportunities</li> <li>• Help advance ACT’s commitment to accessibility by generating public awareness and interest in its various programs managed by the Accessibility Manager and Audience Services Manager</li> </ul>	
<p><b>Artistic and Institutional Support</b></p> <p>As a full time member of the ACT Artistic Department this role will:</p> <ul style="list-style-type: none"> <li>• Establishing a collaboration with the Education Manager Associate Artist in forming community partnerships that support the goals of the engagement program</li> <li>• Serve as a strategic thought-partner on short and long-term organizational issues in joint effort with other ACT staff members</li> <li>• Collaborate and support the ACT Core Company by participating on the Curation Committee and Artistic Ethics Committee and assisting with various Core related projects when applicable</li> </ul>	15%
<p><b>Finance and Budgeting</b></p> <ul style="list-style-type: none"> <li>• Develop and maintain the engagement budget in coordination with the Artistic Director and other members of ACT’s staff</li> </ul>	5%

**Qualifications/Skills**

- A commitment to leading with anti-racist, equitable, inclusive, and humanity-first principals
- A collaborative, effective communicator, and listener
- Capable of managing multiple projects simultaneously and operating a system of support to ensure productivity
- Values the potential and power of community
- A participant in the give-and-receive process of rational, thoughtful constructive criticism
- Comfort with mathematics; strong budgeting skills a plus
- A knowledgeable project manager
- An assured public speaker
- An enthusiastic outlook on the processes of developing and supporting new work
- A history of handling budgets, producing, and project management; bonus if it has been in an artistic setting
- Organizational management experience including ability in calendaring, written and verbal communication, strategy building, and running reports. ACT uses Microsoft Office suite and Slack, and a working knowledge of both would be a plus
- Distinguished interpersonal and communication skills

**Equity and Inclusion**

ACT strives to be an anti-racist, fully accessible, multicultural theatre that is truly welcoming to all. Employees will:

- Demonstrate the initiative to learn and enhance skills that promote anti-racism, cultural competency, and an understanding of oppression and its impact
- Participate in intentional learning efforts, including events relating to understanding institutional racism and building cultural competency and exhibit a commitment to diversity, equity, and inclusion

### **ACT Theatre Mission and Vision**

- Mission: ACT is a contemporary theatre where artistic ambition and civic engagement unite.
- Vision: ACT envisions a world where the power of theatre expands our collective understanding of community and our own humanity.

### **Peak Performer Commitments**

ACT's values and principles guide our work, relationships, and decision-making. We encourage our employees to practice forward thinking and curiosity-driven learning. We emphasize inclusivity of voices, experiences, and cultures, and seek to be a transformative agent for change in individuals, communities, and societies. We are civic minded and believe in the spirit and strength of shared purpose and collective responsibility.

### **Essential Physical Skills**

This position requires frequent sitting, standing and occasional walking; lifting 30 pounds or more; manual dexterity to operate phones, computers, and other office equipment; Proficient in spoken and written English, and a bonus if bi-or-multilingual.

### **Environmental Conditions**

This role requires active work from ACT Theatre's downtown location and will occasionally visit external environment. Workspaces primarily exist in an open office setting

*Disclaimer:*

This job description is not to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. All MOG employees may be required to perform duties outside of their normal responsibilities from time to time, as needed, to meet the ongoing needs of the organization.

---

**Employee Name**

---

**Signature** (Verifying receipt and understanding of this job description)

---

**Date**

