

DALLAS THEATER CENTER

2400 Flora Street Dallas, Texas 75201 (214) 521-7666 Fax DallasTheaterCenter.org

JOB TITLE: Public Works Assistant
DEPARTMENT: Public Works Dallas
REPORTS TO: Director of Public Works
PREPARED DATE: January 2, 2018
CLASSIFICATION: FLSA: Hourly, Part-Time, Non-Exempt

ABOUT PUBLIC WORKS DALLAS:

Public Works Dallas is produced by Dallas Theater Center, in collaboration with Southern Methodist University's Meadows School of the Arts and AT&T Performing Arts Center. Public Works Dallas is a groundbreaking community engagement and participatory theater project designed to deliberately blur the line between professional artists and Dallas community members. Public Works Dallas is affiliated with Public Works, an ongoing initiative of The Public Theater that seeks to engage the people of New York by making them creators and not just spectators. Lear deBessonet, who created Public Works, was awarded the SMU Meadows Prize in 2015 to bring the program to Dallas. Under the leadership of Director of Public Works Dallas, Dayron J. Miles, Public Works Dallas launched in 2017 to present *The Tempest* at the Dee and Charles Wylie Theatre, directed by DTC Enloe/Rose Artistic Director Kevin Moriarty. Public Works is a national and international initiative currently affiliated with four theaters throughout the U.S. and Europe to create ambitious works of participatory theater in the Public Works model. The current theaters are [Dallas Theater Center](#), [Seattle Repertory Theatre](#), Mosaic Youth Theatre of Detroit, and The National Theatre in London.

MISSION STATEMENT: The mission of DTC is to engage, entertain and inspire our diverse community by creating experiences that stimulate new ways of thinking and living. We will do this by consistently producing plays, educational programs, and other initiatives that are of the highest quality and reach the broadest possible constituency.

DIVERSITY AND INCLUSION STATEMENT: Dallas Theater Center strongly believes that an effective workforce includes employees from different and diverse backgrounds and experiences that together form a more creative, innovative, and productive environment. As a leading national theater, DTC recognizes that building an equitable, diverse and inclusive environment is the key ingredient to its relevance and sustainability in the community it serves.

POSITION SUMMARY:

The Public Works Assistant will serve a vital role in the growth and evolution of the Public Works Dallas (PWD) Department. This position will be the organizing arm of our department. Public Works is an initiative with many moving parts, this role will help ensure that every aspect of our department runs smoothly and with sublime organization.

KEY RELATIONSHIPS:

- Director of Public Works
- Public Works Coordinator
- Associate Director of Production

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- Production Stage Manager
- Artistic Administrative Assistant

KEY DUTIES & RESPONSIBILITIES:

- Support the Director of Public Works in scheduling.
- PWD calendar management (including PWD annual production).
- Assist with PWD Department paperwork processing and file keeping.
- Contribute to the creation of tailored written presentations for PWD, including: writing proposals, gathering relevant photos/quotes/statistics/etc.
- Assist with PWD Department communication.
- Record minutes at meetings as requested
- Other duties as needed or assigned

This job description is not exhaustive and is subject to review in conjunction with the post holder and according to future changes/developments.

SKILLS, KNOWLEDGE REQUIREMENTS, AND ESSENTIAL ATTRIBUTES:

- Strong project management and organizational skills
- Ability to prioritize multiple tasks and meet deadlines
- Strong proofreading and editing skills
- Strong interpersonal communications skills and ability to maintain confidentiality
- Proficiency with Microsoft Office suite, including Word, Excel, and PowerPoint
- Strong commitment to diversity and inclusion

EDUCATION AND EXPERIENCE REQUIRED:

- Bachelor's degree preferred or a minimum of 2-years work experience in related field
- Experience in theater, the arts, or non-profit organizations preferred

Dallas Theater Center is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to age, race, color, religion, gender, national origin, sexual orientation, disability, or veteran status. If you need assistance or an accommodation during the application process because of a disability, it is available upon request. The company is pleased to provide such assistance, and no applicant will be penalized as a result of such a request.

Please send résumé with references and a cover letter to: hr@dallastheatercenter.org with **Public Works Assistant** in the subject line.