

# DALLAS THEATER CENTER

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

**JOB TITLE:** Public Works Coordinator  
**DEPARTMENT:** Public Works Dallas  
**REPORTS TO:** Director of Public Works  
**PREPARED DATE:** February 20, 2019  
**CLASSIFICATION:** FLSA: Salaried, non-exempt

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**ABOUT PUBLIC WORKS DALLAS:** Public Works Dallas is produced by Dallas Theater Center, in collaboration with Southern Methodist University 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 Wyly 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.

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## **POSITION SUMMARY:**

The Public Works Coordinator will serve a vital role in the growth and evolution of the Public Works Dallas Department. This position will organize and coordinate all aspects of our Public Workshops that happen on a weekly basis all over the city of Dallas through our many community partners. This role will be a key part in expanding and maintaining authentic relationships in the community. An ideal candidate is self-motivating, positive, collaborative, organized, and has a vast knowledge of theater. This is a non-exempt, salaried position, eligible for overtime. Some evenings and weekends may be required, as needed throughout the year.

## **KEY RELATIONSHIPS:**

- Director of Public Works
- Public Works Assistant
- Production, Development and Marketing Teams
- Production Stage Manager
- Company and Artist Contract Manager

## **KEY DUTIES & RESPONSIBILITIES:**

- Support the Director of Public Works in community relationship coordination

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- Public Workshops coordination
  - Scheduling
  - Artists support
  - Supply procurement
  - Attendance
  - Site management
- Teach Public Workshops as assigned
- Contribute to the creation of tailored written presentations for PWD, including: writing proposals, gathering relevant photos/quotes/statistics/etc.
- Serve as producing associate on Public Works Dallas' annual production
- Community Engagement Partnership coordination
  - North Texas Food Bank
  - Other partnerships as assigned
- Learn. Grow. Share.
- 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
- Ability to provide reliable transportation for local travel
- Ability to sit and stand for long periods of time (up to 6 hours)
- Ability to lift and carry up to 25 pounds

## **EDUCATION AND EXPERIENCE REQUIRED:**

- Bachelor's degree preferred or a minimum of 4-years of work experience
- Experience in theater, the arts, or non-profit organizations preferred
- Bilingual (Spanish/English) **HIGHLY ENCOURAGED** to apply

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](mailto:hr@dallastheatercenter.org) with **PWD Coordinator** in the subject line.