

DALLAS THEATER CENTER

2400 Flora Street Dallas, Texas 75201 (214) 521-7686 Fax: DallasTheaterCenter.org

JOB TITLE: Associate Director of Public Works

DEPARTMENT: Public Works

REPORTS TO: Director of Public Works

PREPARED DATE: December 10, 2021

CLASSIFICATION: FLSA: Salaried, Exempt

SALARY: \$55,000 - \$65,000

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.

EQUITY, DIVERSITY, AND INCLUSION: STATEMENT ALL ARE WELCOME! At Dallas Theater Center, we want to be the best place to work and see theater, and to be a positive and transformational force in Dallas and beyond. We stand up for equity, diversity, and inclusion across our company and community. As a leading national theater, we recognize that building an equitable, diverse, and inclusive environment is central to our relevance and sustainability in the community we serve and love. *For complete statement, please see final page of this posting*

POSITION SUMMARY:

The Associate Director of Public Works will reinvigorate our educational programs as they initiate efforts in relaunching our award-winning Project Discovery program, which partners with schools to engage with students across the DFW area by providing access to a full season of mainstage night-time productions alongside adult audiences, supported by pre-show workshops and post-show discussions. They will also manage Public Works Dallas free theater workshops for community members of all ages (from elementary students through senior citizens), produced in partnership with community organizations throughout the city; and they manage Dallas Theater Center's volunteer and intern programs. This position will oversee budgeting, collaboration with staff, and will organize and coordinate all aspects of theater workshops and classes.

This role will report to the Director of Public Works and be a key part of expanding and maintaining authentic relationships in the community. An ideal candidate is self-motivating, positive, collaborative, organized, and has a vast knowledge of education and theater.

This is a full-time, exempt position, which is not eligible for overtime. This position includes a full benefits package: medical, dental, and vision insurance, DTC-paid life insurance, voluntary life insurance and 403b programs, complimentary tickets, and generous paid-time off. Some nights and weekends will be required as needed throughout the season.

KEY RELATIONSHIPS:

- Director of Public Works
- Artistic Director
- Associate Producer of Public Works
- Public Works Team, interns, and fellows
- Director of Finance
- Production, Development and Marketing Teams
- DTC board and donors
- Community partners and schools

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KEY DUTIES & RESPONSIBILITIES:

- Implement planning and coordination of theater classes & workshops
 - PWD Workshops
 - Project Discovery
- Hire and supervise Teaching Artists
 - Coordinate scheduling
 - Manage contracts
 - Provide regular teaching artist training opportunities
- Review and create curriculum
 - Create study guides for Project Discovery
 - Approve teaching artists lesson plans
 - Observe teaching artists and offer feedback
- Manage Community Partnerships
 - Schedule and attend monthly community partner meetings
 - Attend monthly national partner meetings
- Teaching
 - Must be able to teach workshops
- Budgeting
 - Responsible for building and tracking all workshop and class budgets
- Support pageant
 - Collaborate with our Associate Producer and PWD Team to support our annual pageant

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:

- Arts Education: theater class/workshop teaching (for students of all ages) and curriculum planning
- Broad understanding of theater operations and production
- Community Engagement: cultivate and implement partnerships with schools, teachers, community organizations, and individuals with varied interests and levels of theatrical experience
- Strong project management and organizational skills
- 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 equity, 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 (at least 2 years in arts education and/or community engagement)
- Experience in theater, the arts, or non-profit organizations preferred
- Arts education experience as teacher/teaching artist
- Managerial experience with hiring, supervising, and evaluating teaching artists
- Bilingual (Spanish/English) **HIGHLY ENCOURAGED** to apply

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COVID19 REQUIREMENTS:

- Ensure that all of the department's work is performed in alignment with DTC's COVID19 Response Protocols
- Be able to provide documentation of full vaccination of a US-government approved COVID19 vaccine regimen for COVID19, at the time of hire

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 **Associate Director of PWD** in the subject line.

ABOUT DTC'S PUBLIC WORKS DEPARTMENT: Dallas Theater Center's newly reimagined Department of Public Works fully integrates the work of DTC's previous Education and Public Works Dallas departments into an expanded department. Working in close collaboration with the Artistic, Marketing, Development and Production departments, and reporting to the artistic director, the new Public Works department is responsible for all of DTC's community engagement work, including:

- **Project Discovery:** DTC's flagship education program welcomes 1,000 high school students to experience a season of plays at DTC, supported by teacher development, pre-show student workshops, and post-show conversations.
- **Theater Classes and Workshops:** Participants of all ages engage year-round in theater classes at community partner locations throughout the city, offered in partnership with our Public Works Dallas Community Partners.
- **Annual Pageant:** Each summer DTC produces a large-scale participatory theater production at the Wylie Theatre, in partnership with Southern Methodist University Meadows School of the Arts and AT&T Performing Arts Center, featuring 200 community members expressing their artistry onstage, alongside DTC's professional resident artists and with the support of community volunteers behind the scenes.
- **Stay Late:** A post-show conversation series that invites audiences to join in a 15-minute conversation with artists, civic leaders and each other after every mainstage performance.
- **Community Touring:** DTC brings free, live professional theater to diverse multigenerational audiences in neighborhoods throughout Dallas – from homeless shelters and prisons to recreation centers and libraries – presented in the round with all the lights on. (Pilot program launches in 2022.)
- **Artists in the Community:** DTC's resident artists perform songs, monologues and scenes in public spaces and at events throughout the community to increase awareness of DTC and support the Marketing and Development departments in cultivating DTC fans and stakeholders.
- **Volunteer Programs:** Community members are invited to support DTC through a wide variety of year round volunteer opportunities, internships and by joining the DTC Guild.
- **Artistic Response Team:** DTC's resident artists respond to unique city-wide moments of crisis or joy by utilizing their artistry to inspire civic dialogue, catharsis and healing. (Pilot program launches in 2023.)
- **Student Matinees:** With the long-range goal of providing every DISD student with the opportunity to see a play at DTC before graduation, DTC offers school-time matinee performances of mainstage productions,

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including its annual production of A Christmas Carol, supported by teacher training, study guides, preshow student workshops and post-show conversations between students and artists.

- Virtual Programming: Opportunities are offered online for students and audiences of all ages to engage with DTC artists and dive deeper into DTC's productions and the ideas that they inspire.
- Community Partnerships: DTC actively seeks out mutually beneficial partnerships with organizations throughout North Texas to support the artistic creative process, deepen the audience's experience of a production, and expand learning and engagement inspired by the play.
- Community Service: DTC staff, artists and stakeholders support community efforts through volunteer activities and service throughout the city, including the North Texas Food Bank and our Public Works community partners.

DALLAS THEATER CENTER'S EQUITY, DIVERSITY AND INCLUSION STATEMENT

ALL ARE WELCOME!

At Dallas Theater Center, we want to be the best place to work and see theater, and to be a positive and transformational force in Dallas and beyond. We stand-up for equity, diversity, and inclusion across our company and community. As a leading national theater, we recognize that building an equitable, diverse, and inclusive environment is central to our relevance and sustainability in the community we serve and love.

- EQUITY means recognizing that not everyone starts at the same place, addressing inequities in access and opportunity, and allowing for full and fair participation.
- DIVERSITY means acknowledging and respecting human qualities that are different from our own and outside the groups we are a part of or with which we are associated. These qualities include but are not limited to: ethnicity, race, color, country of origin, sex, gender, gender identity or expression, age, sexual or relationship orientation, family structure, religion, beliefs, political affiliations, experiences and ability differences.
- INCLUSION means honoring and accepting the gifts, backgrounds, experiences, and wisdom that every individual brings with them, so that every stakeholder feels valued by Dallas Theater Center. Our stakeholders are staff, artists, board members, donors, audiences, and community members.

We will strive to create a culture of inclusion where individuals can thrive and succeed, are able to participate in and contribute to the progress and success of Dallas Theater Center while growing both professionally and personally.

We recognize and value individual differences, and we acknowledge structural and systemic racism and other access barriers that prevent full and fair participation of people outside the dominant culture and power dynamics. We acknowledge the complexities of becoming a fully inclusive and anti-racist organization, and we accept the challenge to build an organization where full and fair participation is the norm.

We commit to providing fair treatment, access, opportunity, and advancement and to creating space for culturally diverse voices to be heard and power to be shared. Together, we are even better.