

DALLAS THEATER CENTER

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

JOB TITLE: Director of Equity, Diversity, Inclusion, and Organizational Culture
DEPARTMENT: Equity Diversity, Inclusion, and Organizational Culture
REPORTS TO: Managing Director
PREPARED DATE: December 9, 2021
CLASSIFICATION: Full-time; FLSA Exempt

MISSION STATEMENT

The mission of Dallas Theater Center 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 Director of Equity, Diversity, Inclusion (EDI) and Organizational Culture is a newly created position for Dallas Theater Center (DTC) and will oversee both the company's EDI and Human Resources activity. As a leader, champion, and *change agent*, the Director of EDI and Organizational Culture will help establish *people-first* policies, procedures, and practices that support a company-wide commitment to EDI and a work culture where everyone feels welcomed, included, and valued.

This role will further define our EDI strategy building upon DTC's Racial Equity Theory of Change which includes an antiracism policy statement and capstone project as a result of being a participating organization in Dallas Truth and Racial Healing's Racial Equity NOW Cohort. The Director will lead the design, development, and implementation of EDI programs, projects, and trainings in collaboration with current and future staff members, senior leadership, Board of Trustees, and the community.

The Director will manage DTC's Human Resources programs (called People Operations) supervising the Manager of People Operations in partnership with the Managing Director. This position will also be supported by the Benefits and Payroll Assistant.

The Director will report to the Managing Director. The Director will also meet weekly with the Artistic Director and monthly with the Board of Trustees EDI chair and Workforce and Development chair. In addition, the Director will serve as advisor to DTC's Leadership Team, a leader/co-leader of the staff EDI Committee, and an advisor to other company committees and teams as needed and invited.

A successful candidate will be a subject matter expert in EDI and anti-racism, have experience in human resources policies and practices, and be an effective communicator and coach, and an appreciator of the arts.

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,

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complimentary tickets, and generous paid-time off. Some nights and weekends will be required as needed throughout the season. Salary range is \$70,000 - \$85,000.

KEY RELATIONSHIPS

- Manager of People Operations
- Benefits and Payroll Assistant
- Staff EDI Committee
- Managing Director
- Artistic Director
- Leadership Team
- DTC full-time ad part-time staff and artists
- Visiting artists and overhire team members
- Staff EDI Committee
- Board EDI and Workforce Development Committees

ESSENTIAL DUTIES

- As member of the Leadership Team, help align organization-wide EDI strategies and programs to DTC's long-range and strategic plan
- Develop, implement, and facilitate organization-wide learning engagements in racial equity/equity, diversity and inclusion initially guided by DTC's Racial Equity Policy Statement and Capstone Project
- Supervise the Manager of People Operations in the implementation and development of all People Operations programs including but not limited to training, hiring practices and procedures, benefits administration, incidents, and investigations of misconduct, exit interviews, conflict resolution, DTC COVID19 safety protocols, staff communication and events
- Develop management training and professional development with the objective that all DTC staff can achieve work outcomes and professional and personal goals
- Create strategies to reduce staff turnover
- With executive team, guide continuous improvement to company culture
- Create strategies to recruit, develop and retain a diverse workforce
- Partner with Managing Director to manage employee compensation and benefits
- Advise and consult staff on matters of season planning, Artistic and Public Works Dallas/Education programming, external collaboration, customer service, marketing efforts, donor relations, and other areas as needed and requested
- In collaboration with the Manager of People Operations, conduct a full-scale DTC policy review and revision of the DTC Employee Handbook
- Lead/Co-lead the Staff EDI Committee and working groups, including the activation of DTC Affinity Groups
- Work with each Leadership Team member as a thought partner and collaborator on department-specific matters and goals related to Racial Equity/EDI
- Serve as a coach and mentor to staff members, overhire team members or visiting artists as needed and requested
- Advise DTC's review of the We See You White American Theater demands and its implementation and/or responses to demands
- Perform work in a manner that is consistent with DTC's Mission, Vision and Values
- Lead and/or participate in all DTC-wide trainings, workshops, or experiences
- Ensure safe working conditions in keeping with DTC health and safety guidelines and COVID19 Response Protocols

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

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SKILLS AND KNOWLEDGE REQUIREMENTS

- Engage a diverse staff and leadership that promotes trust, collaboration, and partnership across departments and levels of leadership
- Lead with effective communication (written and verbal) skills
- Challenge and influence peers to approach all work with an equity lens
- Develop and monitor indicators of transformation and culture shift
- Engage and coach individual staff, leaders, and artists in equity and inclusion
- Demonstrate proficiency in equity, diversity, and inclusion research and effective practices to support language and narrative changes
- Demonstrate operating, planning and implementation skills that include developing and tracking progress on projects and goals; ability to manage multiple projects
- Interpersonal skills with the ability to develop and manage productive relationships with individuals and agencies
- Create/design learning engagements for a diverse staff with different learning styles
- Engage communities of color and LGBTQ+ communities successfully
- Maintain confidentiality specific to sensitive personnel or subject matters
- Demonstrate affinity for theater or other narrative storytelling
- Demonstrate proficiency in Microsoft Office Esp. (Excel, Word), G-Suite and DocuSign

EDUCATION AND EXPERIENCE REQUIRED:

- Ability to communicate in languages other than English preferred, but not required
- Demonstrated understanding of cultural values and norms of various communities represented in the area, particularly communities of color and LGBTQ+ communities
- Experience designing and implementing staff and/or leadership training programs
- Experience in human resources policies and practices

COVID19 REQUIREMENTS:

- Ensure that all the 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 because of such a request.

HOW TO APPLY:

Please send your resume with references and a cover letter to hr@dallastheatercenter.org with **Director of EDI and Organizational Culture** in the subject line

ABOUT DALLAS THEATER CENTER

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One of the leading regional theaters in the country and the 2017 Regional Theatre Tony Award® Recipient, Dallas Theater Center (DTC) performs to an audience of more than 100,000 North Texas residents annually. Founded in 1959, DTC is now a resident company of the AT&T Performing Arts Center and presents its Mainstage season at the Dee and Charles Wyly Theatre, and at its original home, the Kalita Humphreys Theater. DTC is one of only two theaters in Texas that is a member of the League of Resident Theaters, the largest and most prestigious non-profit professional theater association in the country. Under the leadership of Enloe/Rose Artistic Director Kevin Moriarty and Managing Director Jeffrey Woodward, DTC produces a six-play subscription series of classics, musicals, and new plays, an annual production of *A Christmas Carol*, a community touring production, a holiday cabaret, extensive education programs including the award winning Project Discovery, and partnerships with Southern Methodist University and Booker T. Washington High School for the Visual and Performing Arts, and many community collaborations with local organizations. In 2017, DTC launched Public Works Dallas, a groundbreaking community engagement and participatory theater project designed to deliberately blur the line between professional and community members, culminating in annual production featuring almost 200 Dallas citizens performing a Shakespeare play. Throughout its history, DTC has produced many new works including most recently *penny candy* and *Cake Ladies* by Jonathan Norton and *The Supreme Leader* by Don X. Nguyen.

As a member of the League of Resident Theaters (LORT), DTC operates under the LORT agreement with Actors' Equity, the Stage Directors and Choreographers Society and United Scenic Artists.

ABOUT THE DALLAS COMMUNITY

Dallas is a richly diverse modern metropolis in north Texas and is a commercial and cultural hub of the region. Over the years it has become a melting pot of cultures, religions, and lifestyles. This important convergence of uniqueness and differences is reflected throughout the sights and sounds of the city. Dallas' **authentic arts**, music, food, places of worship, historic landmarks and urban lifestyle all contribute to the city's makeup. Located in the northeast corner of downtown Dallas, the Dallas Arts District is the largest contiguous urban arts district in the nation, spanning 68 acres and 19 contiguous blocks. This iconic neighborhood has more buildings designed by Pritzker award-winning architects than any location in the world. Dallas Arts District unifies culture and commerce with integrated and exemplary artistic, residential, cultural, educational, recreational, religious, and commercial life. Downtown's Sixth Floor Museum at Dealey Plaza commemorates the site of President John F. Kennedy's assassination in 1963. In the Arts District, the Dallas Museum of Art, and the Crow Collection of Asian Art cover thousands of years of art. The Nasher Sculpture Center showcases contemporary sculpture. The Perot Museum of Nature and Science sparks the imagination through a world of scientific wonders. Performing arts venues based in the Arts District, the AT&T Performing Arts Center, Moody Performance Hall, Meyerson Symphony Center, Winspear Opera House, Montgomery Arts Theater, and the Wyly Theater. These beautiful venues feature the work of such notable Dallas-based performing companies as the Dallas Opera, Dallas Symphony, Titas/Dance Unbound, Dallas Black Dance Theatre and the Dallas Theater Center as well as touring productions from across the nation. Dallas is home to six professional sports teams including the Dallas Cowboys, Dallas Mavericks, Dallas Stars, Dallas Wings and FC Dallas. It is also host to several major sporting events like the Mexico National Team, college football games, e-sports competitions and more. In addition, the State Fair of Texas which takes place for over three weeks each fall at Fair Park in Dallas is the longest running fair in the nation as well as one of the largest.

EQUITY, DIVERSITY, AND INCLUSION STATEMENT

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- **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.