



## **Director of Community Engagement**

Profile Theatre Project, an Oregon not-for-profit corporation, doing business as Profile Theatre, invites applications for the position of Director of Community Engagement.

### **ORGANIZATION**

Profile Theatre was founded in 1997 by Jane Unger. Profile's mission is to produce a season of plays devoted to a single playwright, engaging with our community to explore that writer's vision and influence on theater and the world at large. We do this through large-scale professional productions, our expansive In Dialogue program, and our vibrant community engagement programs. Profile has grown to be one of the most well-regarded theaters in Portland, with a reputation of bringing intelligence, excellence and passion to the stage. The Theatre resides in space leased from Artists Repertory Theatre in downtown Portland, which has two stages, and provides office, rehearsal, and conference space for our company. The position reports to Artistic Director Josh Hecht and is a key member of staff in ensuring a quality experience is had by everyone who comes through Profile's doors. See [Profiletheatre.org](http://Profiletheatre.org) for additional information.

### **POSITION AND RESPONSIBILITIES**

Profile Theatre seeks a passionate artist, arts administrator, producer or arts educator with a strong belief in the power of art create community and enrich lives. The Director of Community Engagement takes the lead in forming partnerships with cultural and social organizations, local businesses and community leaders, and works to ensure that a wide swath of Portland communities are aware of, feel a part of, and feel welcomed into Profile Theatre's family and activities. The Director of Community Engagement will have three focuses: season-long partnerships; production-specific community activities (including, but not limited to, readings, lectures, community conversations, panels, lobby displays and activities) and production-specific partnerships and gatherings; and our signature Community Profile program, which spends a full year using artistic practice as a means of community formation with an affinity group important to the Featured Writer. The Director of Community Engagement is a key ambassador for the organization into the greater Portland community and will partner with the Board, Artistic Director and senior staff to expand Profile's family of patrons and partners.



The ideal candidate is sensitive to the needs of various communities, a good listener, has deep roots in the Portland community and a passion for the power of art to enrich our lived experience. She/he/they is a creative thinker with excellent written and verbal communication skills; values non-transactional, organic relationship-building; has a facility with online, digital and social media communications; and will be knowledgeable and passionate about the performing arts. The position is envisioned as growing with the organization. The ideal candidate has an entrepreneurial spirit, and will be able to envision how the position and department might grow with the company. She/he/they have a polished, outgoing personality, is at ease networking, attending events, and being involved in a thriving cultural community.

Profile Theatre is an equal opportunity employer and strongly encourages women and people of color to apply, in keeping with its core values of inclusion and representation. The position is part-time, 20 hours a week with a starting salary of \$19,000 plus competitive benefits. The position will be open until filled.

For a detailed job description, see our website:

<http://profiletheatre.org/get-involved/>

Apply To: [jobs@profiletheatre.org](mailto:jobs@profiletheatre.org)

Please include a cover letter, resume and references.

No calls, please.



Profile Theatre's Director of Community Engagement is responsible for building relationships with organizations working with, serving or run by members of the communities whom we wish to welcome to Profile, forging and developing partnerships with them. He/she/they also take the lead in recruiting participants for Community Profile, and developing partnerships with other organizations that serve the Community Profile constituency. He/she/they develop and implement engagement strategies that increase awareness of Profile Theatre in the community, promote access to the institution, help ensure Profile Theatre is creating work relevant to the urgent questions arising in the community, and demonstrate the value of theater by positioning it at the center of vital civic conversations and meaningful actions.

The Director of Community Engagement works towards several organizational goals: to produce high-quality educational and community programming, to develop and deepen relationships with our community and to increase the number and diversity of our patrons.

### **Responsibilities include**

#### Community Engagement

1. Identify and work with season-long community partner organizations and individuals to deepen Profile's relationship with target populations.
2. Design production-specific community activities including post-show discussions, community conversations, lectures and other activities, and develop partnerships around these activities.
3. In collaboration with the Director of Patron and Donor Relations create communication materials designed for target communities.
4. In collaboration with the Director of Patron and Donor Relations and the Box Office and Administrative Coordinator create discount codes, touch points, and accessible group sales opportunities for community partners.
5. Curate a lobby experience that is inclusive and welcoming to the multiple communities we are engaging.

#### Community Profile

1. Recruit participants in the Community Profile Program, developing recruitment materials, researching avenues for recruitment and developing relationships with potential partner organizations and ambassadors.
2. Maintain database of participants, manage program announcements and RSVPs.
3. Serve as administrative point person for collaboration with Writers Guild Initiative.
4. Hire monthly guest mentors.
5. Design engagement opportunities between the Community Profile program and our patrons.



#### Other

1. Maintain a knowledge base of industry best practices and determine if these practices can be adapted to fit the needs of Profile Theatre.
2. Serve as advisor to the Artistic Director, who is responsible for overall organizational leadership on community engagement.
3. Maintain the Community Engagement department budget.
4. Work with the Development Department to help identify underwriting, sponsorship and promotional opportunities for Profile Theatre's community engagement initiatives and develop funding proposals, both for foundations and businesses.
5. Work with Profile staff to gather information about perceptions of Profile Theatre in our community, and empower Profile Theatre staff involvement in community engagement activities.

Note: This position will, at times, have hours outside the normal workday. Profile Theater is dedicated to building a culturally diverse and equitable environment and strongly encourages applications from people of color and women. This position will remain open until filled and until a diverse and qualified pool of candidates is identified. Applicants from populations underrepresented in the theater field are strongly encouraged to apply.

**Reporting:** The Director of Community Engagement reports to the Artistic Director.

**Rate and Schedule:** This is a part-time time, salaried position.