

The Pasadena Playhouse

Job Description

Job title	<i>Project Manager / Community Organizer</i>
Reports to	<i>Associate Artistic Director</i>
Status	<i>Full-time Temporary, from date of hire through June 30, 2016; Possibility of extension</i>
Salary Range	<i>Salary commensurate with experience. Includes benefits package of health, dental and life insurance.</i>

Job purpose

Works closely with the Associate Artistic Director to implement Consensus Organizing for Theatre (CO) strategies with a diversity of Asian Pacific Islander (API) communities, organizations and individuals to achieve the CO goals of The Pasadena Playhouse's Wallace grant-funded initiative focused on growing API audiences. Works cross-departmentally to consolidate information, data and reporting on all Wallace-funded grant activities. Information on the Wallace Foundation grant may be found [here](http://www.wallacefoundation.org/view-latest-news/PressRelease/Pages/Wallace-Foundation-Announces-26-Performing-Arts-Orgs-for-New-52-Million-Audience-Building-Initiative.aspx) (<http://www.wallacefoundation.org/view-latest-news/PressRelease/Pages/Wallace-Foundation-Announces-26-Performing-Arts-Orgs-for-New-52-Million-Audience-Building-Initiative.aspx>).

Duties and responsibilities include but are not limited to:

Project Manager

Schedule, attend and facilitate meetings with Playhouse staff, partners/consultants, The Wallace Foundation, etc. as needed.

Provide bi-weekly written updates to Playhouse Senior Staff on project deliverables.

Consolidate all project data and information, including feedback, quotes, photos, and/or videos for grant reporting and Playhouse PR, social media, etc.

In a timely manner, draft all grant reports and other required updates to the Wallace Foundation.

Coordinate and cooperate with The Pasadena Playhouse staff, across departments. These points of cross-departmental intersection may include but are not limited to:

- Collaborating with the marketing department on branding and collateral related to this initiative
- Collaborating with the finance department to oversee the project budget, ensure all payments are made in a timely manner, draft partner agreements and contracts where appropriate
- Collaborating with the production department to produce CO-surfaced performative events and activities as part of this project, including casting, union contracts, and production needs
- Collaborating with the development department on special events
- Adhere to company protocols and policies

Community Organizer

Receive ongoing training on the Consensus Organizing for Theatre (CO) methodology developed by Associate Artistic Director Seema Sueko.

Implement CO to build upon relationships developed with API communities through the production of WATERFALL, surface and develop new community connections, and organize communities to attend and engage with The Pasadena Playhouse.

Co-create and produce with these new partners activities that serve mutual self-interests of The Pasadena Playhouse and the respective community partner. These may be readings of API-focused plays, mentorship/training on serving on a nonprofit arts board, pre and post-show events in conjunction with Mainstage productions, workshops, and other activities.

Support the organization of “Talkback Tuesdays” and “Post Show Talks” and the design and building of Friendship Center exhibits as needed.

Manage CO budgets specific to investment in API community.

Document learnings and suggest course corrections as needed.

Staff each organized event.

Qualifications

Qualifications include:

- Project management experience, preferably for a multi-year, \$0.5-\$1M+ project
- At minimum, three years of experience as a cultural worker / activist / community organizer in Los Angeles County
- Experience working with the Los Angeles API Community
- Knowledge of and experience working at a professional theater
- Excellent verbal and presentation, writing, listening, and research skills
- Proven track record of achieving deliverables on par with the goals and expectations of this position
- Deadline-, results-, and detail-oriented.
- Self-starter with tremendous drive
- Must possess an “always early” work ethic
- 360-degree thinking, ability to connect the dots across agendas
- Honesty and integrity
- Intellectual curiosity. A drive for continued learning
- Ability to articulate your own core values and personal mission
- Team player
- Passionate about the goals of The Pasadena Playhouse’s mission and the goals of our Wallace initiative

Working conditions

The work conditions for this job vary from our office setting in Pasadena, California, to community meetings held in a variety of locales, to production atmosphere.

Must have the ability to work extended, flexible hours, evenings and weekends.

Other requirements

Must have personal automobile or reliable transportation to engage in meetings with a diversity of community organizations across Southern California at times that may extend beyond a traditional work day.

Direct reports

Individuals contracted to fulfill CO-surfaced events and activities; these may include artists, crew, community and industry experts.

Equal Employment Opportunity Policy Statement

EEO Policy Statement The Pasadena Playhouse provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with all applicable federal, state and local laws

To Apply

Please submit:

- 1) cover letter
- 2) resume/CV (clearly quantifying achievements on past projects), salary range
- 3) 500-word response to the below writing prompt
- 4) List of three professional references

Please combine your submission into one pdf including all required items.

Email your application to Seema Sueko, Associate Artistic Director, at ssueko@pasadenaplayhouse.org

Be sure to reference “Community Organizer / Project Coordinator” in the subject line of your email.

500-word writing prompt:

- 1 - What is your personal mission?
- 2 - Describe a project you managed and its outcome

Application Deadline: Monday, June 8, 2015