



OUTREACH & ENGAGEMENT ASSOCIATE

Classic Stage Company is seeking a part-time Outreach & Engagement Associate to support a three-production off-Broadway season. CSC challenges the traditional perception of classic work by exploring and reimagining stories across the world's repertoire. |

This position will report to the Director of Marketing & Communications and will work in collaboration with the Marketing, Artistic, and Education departments to ensure that CSC is serving ongoing community relationships, actively inviting in audiences new to our theater, and providing exciting and innovative events, discussions, and materials for all who wish to engage more deeply with the work.

Candidates should be creative and personable. This person should be as interested in starting new conversations with community groups about how best to welcome them to the theater as they are in interviewing key artists or researching the history around a play. This role will act as an ambassador to CSC and its mission.

This position will be well-suited to those looking to work deeply with an institution but not seeking a full-time role. This is a great opportunity for freelance dramaturgs and writers who have a passion for bringing new audiences to the broadening definition of the "classics."

RESPONSIBILITIES

- Create strategies, conduct research, and execute on plans to build new audiences, reaching out to communities about CSC and individual productions, in cooperation with CSC's overall strategy for marketing and communications
- Craft events in collaboration with partner organizations to welcome new communities to the theater.
- Increase the reach of CSC's work and deepen connections to existing audiences, developing strong relationships and inviting those to the table who have not historically been heard
- Produce four [Classic Perspectives](#) talkbacks per production, highlighting key themes, booking guests, and moderating these post-show conversations
- Develop engagement/dramaturgical materials for theater lobby specific to each production
- Research, write articles, and conduct interviews with artists for CSC [Show Guide](#)
- Act as project manager for Show Guides across the season

QUALIFICATIONS

- Creative thinker, interested in diving deep into a play or musical's themes and history
- Ability to lead public-facing events in an exciting and engaging manner that cares for artists, audiences, and guest speakers
- Strong writing skills, with ability to edit

- Ability to adhere to deadlines and manage others to do the same
- Personable, with excellent verbal communication skills
- Ability to flexibly respond to the variables that come from live theater
- Knowledge of theater and the different roles played by various members of a creative and administrative company
- Experience with community outreach initiatives is preferred, but not required

COMPENSATION

This position is part-time, with a base of 20 hours per week. Hours may vary across the season based on production schedules. This role has an anticipated start date of August 14, 2023. Salary is \$30,000 per year.

This position requires availability to work evenings and weekends. CSC offers a hybrid work option for administrative staff. Please note that all events associated with this role are currently planned to be held in person.

PLEASE APPLY

If this position sounds like the perfect fit for you, please apply! In addition to your resume, send along a cover letter that tells us a little bit about yourself beyond your work history. We'd love to know more about you and hear why you're interested in this role and what you're looking for in a new position. You can submit all of these materials via email to jobs@classicstage.org with "Outreach & Engagement Associate" in the subject line.

The health and well-being of our artists, staff, and audiences is of utmost importance to us. CSC will be in compliance with all CDC, Federal, NY State, and NYC guidelines as well as union COVID-19 Safety Protocols for Off-Broadway Productions for Fully Vaccinated Companies. It will be a condition of employment all CSC employees are fully vaccinated, which as defined by the CDC is more than 14 calendar days following receipt of a final dose of an FDA or World Health Organization authorized or approved vaccine and staying up-to-date on all authorized or approved boosters.

CSC is committed to being an anti-racist organization. CSC recognizes the responsibility we bear to make our theater a place where all artists, audiences, and staff feel supported and at home. To learn more about CSC's commitment we encourage you to visit <https://www.classicstage.org/commitment>.

Classic Stage Company values diversity and provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, parental status, military service, or other non-merit factor. In addition to federal law requirements, Classic Stage Company complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities.