

Position Title:
Artistic Engagement Associate
30-40 hrs/wk, Non-Exempt

Position Overview

The Artistic Engagement Associate works as part of Cal Shakes' Artistic Engagement department, which focuses on building and sustaining community partnerships, producing community-focused residencies and events, and integrating social impact further into Cal Shakes. The Artistic Engagement Associate will work closely with the Artistic Engagement Manager and Artistic Producer on administration, execution, promotion, documentation, and evaluation for all Artistic Engagement programs.

The Organization

Description: With offices in Berkeley, an outdoor main stage performance venue in Orinda, and community programs throughout the Bay Area, Cal Shakes expands access to and relevance of the arts by fostering a participatory culture among a diversity of audiences, artists, and learners throughout the Bay Area. California Shakespeare Theater has an inclusive work environment and actively embraces a diversity of people, ideas, talents, and experiences. We highly encourage people of color, individuals with disabilities, and other historically underrepresented groups in our community to apply.

Mission: Cal Shakes redefines the classical theater for the 21st Century, making works of extraordinary artistry that engage with our contemporary moment so we might learn about ourselves and each other in the fullness of our world.

Equity, Diversity, and Inclusion Statement: At Cal Shakes, we believe that equity is a practice. Our actions—both onstage and off—can have a positive social impact by exposing oppression, addressing historic injustices, and showing how power can be transformed and shared in different ways. We endeavor to dismantle systemic bias by actively including, reflecting, and creating opportunities for our diverse Bay Area communities. We recognize that this work is ongoing and often imperfect, but we are committed to facilitating respect for the many facets of the human experience.

Preferred Qualifications

- Share a commitment to the arts as a tool for social impact
- Have experience with community organizing, engagement, and/or outreach or with community-based organizations
- Have experience working in/with systemically marginalized communities, including communities of color and low-income populations
- Possess strong project management and organizational skills
- Have strong written and verbal communication skills and attention to detail
- Have experience working with the Microsoft Office Suite (Word, Excel), the G Suite (Docs, Spreadsheet, Drive), WordPress, and social media
- Embrace change and experimentation and be able to adjust to rapidly evolving programming
- Enjoy working in a creative and fast-paced environment
- Enjoy collaborating with others
- Interest or experience in audio and video editing a plus



CAL SHAKES

CALIFORNIA SHAKESPEARE THEATER

Essential Duties and Responsibilities

- Work with the Artistic Engagement Manager and Artistic Producer to plan, schedule, organize, and execute Artistic Engagement programs at our Orinda space and in community settings.
- Support with program production and partnership stewardship, including: communications with venues, community partners, and artists; coordinating and managing day-of logistics for events; creating and managing associated timelines; planning and coordinating staff and volunteer assistance; surveys and evaluation; managing event follow-up; and other tasks as assigned.
- Work with Development and Marketing staff to produce AE-related publications (e.g. invitations and other pre-event e-communications, newsletter announcements, web site updates, social media, blog entries).
- Assist with grant reporting and other AE fundraising tasks.
- Collaborate with the Artistic Producer and Artistic Engagement Manager on program evaluation analysis and program design related to future seasons.
- Assist with meeting notes, task management, calendaring, survey tabulation, copies/filing, and other department needs.
- Participate in company-wide projects such as the Equity, Diversity, & Inclusion Initiative, our annual gala, and others.
- Represent Artistic Engagement department and Cal Shakes by attending meetings and community partner events, speaking in public, etc.
- Collaborate with other departments as necessary.

Special Environmental Factors

- Variable schedule, some evening and weekend hours
- Must be able to work independently and offsite
- When working onsite: open office environment, frequent interruptions, background noise
- Candidate should be comfortable working at a computer for an entire day
- Extensive local travel
- Theater is open-air with extended standing and walking on uneven surfaces

Other Details

Time Commitment: 30-40 hours per week.

Supervision: The Artistic Engagement Associate reports to the Artistic Engagement Manager.

Compensation: This is a year-round, non-exempt position of 30-40 hours per week at \$19/hour. This position is eligible for benefits including health insurance and vacation hours.

Please email a cover letter and resume to:

Tierra Allen

Artistic Engagement Manager

Email: tallen@calshakes.org (with "Artistic Engagement Associate" in the subject header)



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