



Third Avenue PlayWorks seeks a **part-time Community Engagement and Education Coordinator**. This position plays a critical role in TAP's mission to connect with the local community, advocate for the value of the performing arts, and provide educational opportunities for individuals of all ages. The Coordinator will be responsible for planning, implementing, and overseeing engagement and education programs, as well as building and maintaining relationships with community partners.

Key Responsibilities:

Engagement Program Development:

- Identify and assess the needs and interests of the local community in relation to TAP's artistic programming.
- Develop and implement outreach programs and initiatives to engage and provide access for diverse demographics, including underserved populations.
- Collaborate with TAP staff members to create engagement strategies that align with the theatre's mission and goals.

Education Program Management:

- Coordinate educational programs and workshops for students of all ages, from school-aged students to life-long learners.
- Recruit, train, and supervise instructors and teaching artists.
- Ensure the quality and effectiveness of educational programs through the implementation of qualitative and quantitative surveys.

Community Engagement:

- Establish and nurture relationships with local schools, community organizations, and businesses to promote the theatre's activities.
- Identify and build strategic partnerships in Door County and neighboring communities that will benefit audience development and funding initiatives.
- Attend community events and meetings to represent Third Avenue PlayWorks and network with potential collaborators.

Marketing and Promotion:

- Work closely with the marketing staff to promote engagement and education programs through various channels, including social media, press releases, and community events.



- Create and distribute promotional materials to schools, community centers, and other partnering venues.

Data and Evaluation:

- Maintain records of engagement and education program participation and outcomes.
- Collect feedback and assess the impact of programs, making necessary adjustments for continuous improvement.

Budget Management:

- Assist in developing and managing the budget for engagement and education programs.
- In collaboration with the Managing director, seek grant funding and assist in the writing of applications to secure funding for related programming. The position will also be responsible for assisting with the necessary analytics and reporting associated with any grants awarded.
- In collaboration with the Managing Director, participate in identifying, securing, and stewarding sponsors of TAP's engagement and education programming.

Qualifications:

- Bachelor's degree in arts administration, education, theatre, or a related field.
- Previous experience in community outreach, education, or nonprofit program management.
- Strong interpersonal and communication skills.
- Experience with and training related to Diversity, Equity, and Inclusion.
- Passion for the performing arts and a commitment to community engagement.
- Ability to work independently and as part of a team.
- Proficiency in Google Suite and experience with database management is a plus.
- Flexibility to work evenings and weekends as needed for events and programs.

Salary and Benefits:

This is a part-time position with 20 hours/week available. Wage is \$20/hour. TAP offers a Simple IRA and prorated PTO for part-time employees.

To Apply, please send a PDF of your cover letter and resume to search@thirdavenueplayworks.org and include "Community Engagement and Education Coordinator" in the subject line. Applications will be accepted and reviewed until the position is filled.



Third Avenue Playworks provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

About Third Avenue Playworks:

Located in downtown Sturgeon Bay, Third Avenue PlayWorks (TAP) presents riveting performances of comedies, dramas, and musicals in the Steve and Jackie Kane Theatre. This unique space brings audiences face-to-face with powerful stories by creating uplifting and thought-provoking productions. With its ever-growing reputation, varied educational opportunities, and long-standing presence in the community, TAP is an integral part of Door County's vibrant arts scene. Consistently garnering rave reviews from local and regional press, TAP is Door County's premier year-round professional theatre.