

OUTREACH MANAGER

Job Title: Outreach Manager
(Non-exempt hourly position)

Department: Education and Outreach Department

Reports to: Director of Education and Outreach

TO APPLY: Send resume and cover letter to jbetkapope@grct.org with "Outreach Manager" in the subject line.
Applications will be accepted until January 19th.

Primary Responsibilities

The following list provides an overview of the Outreach Manager's expected duties and responsibilities. As the organization grows and evolves, responsibilities may be added, modified, or removed. A yearly review process will provide an opportunity for the Outreach Manager to discuss and evaluate primary and support responsibility assignments.

The Outreach Manager will be the key team member in the launch of Civic Theatre's new City Wide Drama Club program.

The Outreach Manager will ensure the success of the CWDC by:

- Developing relationships with local schools through strong communication with school administrators, teachers, students, family members, and key community members
- Attending orientations, open houses, and other school events that involve partner schools or potential partner programs
- Identifying potential partner schools
- Work with other Civic Theatre administrators to identify and train Teaching Artists who will be successful in each individual school's environment
- Work with other Civic Theatre administrators to ensure high-quality curriculum and program content
- Collaborate with Civic Theatre staff to smoothly execute on-site programming
- Collect data and stories that are relevant to grant funding for partner programs
- Collaborate with Civic Theatre staff to produce the CWD production starting in 2024-25 school year

Other responsibilities will include:

- Assisting in the management of the scholarship program
- Working with other community partners
- Managing the request for existing outreach services within the community
- Establish relationships with students to support behavior management and ensure their success in the classroom
- Be an active partner in the development of new programming
- Attend education department meetings, retreats, and events along with Civic staff events and meetings
- Collaborate with education staff for the training of interns and TAs

Elements of the CWDC:

- A once per month “Drama Club” meeting for ALL interested students
- Our “Diverse Voices” playwriting class for in-school language arts classes (culminating in script submission to GRCT’s TEN FOR ALL Playwriting Festival)
- “Family Night” for interested students and families at a GRCT Mainstage production
- 4-6 A la carte theatre classes during or after school for up to 14 students/class
- Tickets to one of GRCT’s School Matinee performances for 50-100 students
- 12-24 Full Scholarships for GRCT’s Fall and Winter Classes
- 2-4 Full Scholarships for GRCT’s Summer Camp program
- 8th-12th grade Theatre Assistant (TA) Leadership program for 3-4 students
- 7th-12th grade “City Wide Production” participation for 4-10 students from each participating school

Qualifications:

- Required high school diploma or equivalent
- Individuals with experience working in West Michigan schools and educational organizations are highly encouraged to apply
- Theater experience not required but some understanding of the performing arts is a plus
- Strong preference for candidates who have a demonstrated ability to develop and maintain relationships with individuals and organizations from a wide variety of backgrounds including race, ethnicity, socioeconomic status, sexual orientation, gender identity, disability, ages, English Language Learners
- Foster a sense of belonging and community for all individuals who participate in the program
- Demonstrated passion for equity and inclusion and believes in the value of arts education for all
- Excellent written and verbal communication skills
- Candidates who are proficient in verbal and written Spanish are highly encouraged to apply
- Demonstrated proficiency in Microsoft Office Suite and Google Suite
- Ability to work well in teams and manage multiple projects, schedules, deadlines, and large groups of adults and children
- Must possess skills in project and time management
- Applicants should be organized with the ability to work at in a fast-paced, ever changing work environment
- Strong problem solving and collaborative skills with a growth mindset in challenging situations
- The schedule is flexible but will include nights and weekends several times per month
- Reliable transportation is required as the Outreach Manager will regularly work both on-site at Civic and at partner program buildings

Compensation:

- This is a year-round, full time, non-exempt position
- Salary Range: \$24-26/hour (\$50,000-54,000 annual equivalent)
- Medical, dental and vision Insurance selections underwritten at 80-100% of plan cost
- Paid time off
- Parking subsidy
- Access to other benefits

How to Apply:

Interested applicants should send a cover letter and resume to jbetkapope@grct.org with the subject line: Outreach Manager Application.

Civic will begin reviewing applications on/around January 20th and continue until the position is filled. Ideal start date is Mid-March.

Grand Rapids Civic Theatre is an Equal Opportunity Employer.

About Grand Rapids Civic Theatre

Established in 1925, the Grand Rapids Civic Theatre and School of Theatre Arts is one of the oldest and largest community theatres in the nation. We are in the heart of our community in Downtown Grand Rapids, Michigan, and are one of the pillars of the performing arts and cultural fabric of our community.

OUR MISSION

Inspire creativity and personal growth, **Illuminate** our common humanity, and **Ignite** connection across our community...through the power of Theatre Arts.

OUR VALUES

- **Excellence** Pursue our work passionately; aim for the highest standard.
- **Inclusion** Create a space where everyone feels valued and included.
- **Collaboration** Partner with others, foster connections and seek feedback.
- **Integrity** Be honest, transparent, and ethical in everything we do.
- **Innovation** Try new ways of doing things; improve every day.

OUR VISION

We imagine a future where GRCT is a....

- **Nationally recognized** community theatre with **broad educational and performance offerings**.
- **Highly valued community asset** activating innovative **arts partnerships**.
- A **Theatre** that **invests in local artists**, where **everyone** feels a **sense of belonging**.

OUR HISTORY

Born in the Roaring Twenties, the “Civic Players” began producing four plays annually in the St. Cecilia Auditorium in downtown Grand Rapids, Michigan. In 1935, the organization officially changed its name to the Grand Rapids Civic Theatre, and soon had over 1,600 season ticket holders and drew audiences of over 4,000 to each of six shows annually. The theatre continued to maintain itself through decades of economic and social changes.

During the 1960s, the Civic Theatre experienced unprecedented growth and emerged as one of the country’s strongest community theatres. By the end of the decade, in a cooperative venture with the Grand Rapids Public Schools, the Civic began offering theatre classes to young people and further strengthened its position in the community.

Today, the Grand Rapids Civic Theatre and School of Theatre Arts is the 5th largest community theatre in the country. We produce nine mainstage productions each year with the help of over 800 talented volunteers who do everything from singing, dancing, and acting to building sets, sewing, ushering, and so much more.

The School of Theatre Arts has grown to become one of the largest and most respected community theatre education programs in the country. We provide excellent training in all aspects of theatre life for over 1,600 students annually. Civic’s education programming prepares students for lifelong participation in the live theatre arts, often inspiring professional careers in all areas of theatre production.

About Grand Rapids, Michigan

Grand Rapids, Michigan is the second largest city in Michigan, and is the arts and cultural center of the entire West Michigan region. Grand Rapids Civic Theatre joins the Grand Rapids Symphony, Circle Theatre, the Grand Rapids Ballet, Broadway Grand Rapids, and Opera Grand Rapids as the premiere performing arts organizations in the community. A history in logging and furniture manufacturing has given way to bustling modern industries like health care, education, and manufacturing for the automotive and aviation industries, among others. Grand Rapids is home to an exciting culinary scene, with new and different restaurants, breweries, distilleries, and wineries opening regularly. A comparatively low cost of living, exceptional public schools, expansive public lands and parks, and wonderful natural resources have earned Grand Rapids the distinction of having exceptionally high “quality of life” ratings.

More about Grand Rapids: <https://www.experiencegr.com/media/grand-rapids-fact-sheet/>