



## **Alternative Learning & Social Impact Coordinator**

**Mission:** National Black Theatre's belief in lifelong learning provides multi-generational opportunities to train, develop and showcase the fundamental principles of its pedagogy through curated classes, dramaturgical exhibitions, symposia, educational partnerships and its digital programming arm, NBT@Home.

**Overview:** NBT invites a highly motivated project administrator and researcher to join its growing Alternative Learning & Social Impact team. The Alternative Learning & Social Impact Coordinator will support the department's education and social impact engagement efforts, working across the organization to help advance its enrichment programs. These include standalone events, archival work, social impact exhibitions and post-show talk-backs that complement NBT's mainstage productions, as well as partnerships with institutions serving youth, seniors, theatre professionals and others. This is a great opportunity for someone who is passionate about arts education and cultural preservation.

This person will utilize strong listening, research, communications and organizational skills, and a dexterity with logistics, to **ensure that multiple stakeholders stay informed and effective as alternative learning programming is conceived, executed and evaluated.** This is a full-time, non-exempt role, with an hourly rate of \$25, reporting to the Alternative Learning & Social Impact Associate. This position is expected to be a hybrid role in terms of in-person and remote schedules, coming into NBT's office or on-site for events 2-3 days per week.

**Responsibilities:** The Alternative Learning & Social Impact Coordinator's responsibilities include but are not limited to:

### **Administrative**

- Schedule and attend inter-departmental team meetings, and public-facing panels, workshops, symposiums, etc.; document, take notes, and participate and support

logistics of these extra-curricular events, taking detailed notes and circulating follow-up actions steps

- Book and manage travel and accommodations
- Maintain calendar of related activities and events
- Compile and submit receipts and track budgets related to alternative learning events (in collaboration with operations team)
- Copyedit materials
- Utilize workplans to track progress toward event and project completion
- Support development of NBT's archival database: document, digitize and organize materials, create reports about the storage system and functions
- Collaborate with the Soul Series L.A.B. Program Manager in alternative learning aspects of NBT's Internship and Residency Programs, such as coordinating professional development opportunities for Residents
- Other duties as assigned

### **Event Production**

- Support both on and off-site events to ensure professionally-run programs that smartly utilize the theatre's resources, providing the highest quality events/cultural experiences for the community and audiences
- Support site visits for potential programming opportunities
- Prepare and install social impact lobby exhibitions for all mainstage productions and special programs
- Support the scheduling and execution of panels and talkbacks that facilitate discourse and dialogue
- Collaborate with Theater Arts Program and technical and design staff to ensure sound, audio and visuals all run smoothly at alternative learning events, including NBT@Home productions (e.g., utilize the Streamyard platform)
- Assist in the creation and construction of content as needed, whether digital (facilitating the back-end of web content) or physical
- Explore ideas for community engagement for various audiences (e.g., youth)
- Create audience engagement and other methods for collecting feedback from audiences to inform and enrich NBT's creative products
- Coordinate with the Marketing team regarding fulfilling house seat requests and manage staff ticket requests for ticketed events
- Serve as an enthusiastic ambassador and spokesperson for NBT and its alternative learning programs to a wide variety of constituents

**Research**

- Research prospective partners - organizations and individuals - to build out NBT's network of facilitators, panelists, moderators and educators
- Research issues to inform the presentation and curation of NBT's social impact exhibitions and post-performance talk-back events
- Explore and support in the activation of learning opportunities for NBT staff

**Qualifications:**

- Clear commitment to NBT's mission and to the principles of lifelong learning and cultural preservation
- Experience working in administration in theatre/performing arts and/or educational environments, including responsibilities that support event planning or production
- Experience working in community building initiatives
- Highly detail-oriented
- Ability to see tasks and projects through to completion, working methodically to achieve thoroughness and accuracy
- Demonstrated creativity and dexterity in juggling multiple tasks and timelines
- Excellent communications skills - written and verbal
- Adept with audio, video, live-streaming and graphic design technology and software including, but not limited to, platforms such as Vimeo, YouTube, Adobe Creative Suite, etc.
- High level of computer aptitude, proficiency in Google Workspace, and ability to organize data digitally
- Patience, empathy, and active listening skills
- Analytical and process-oriented

To Apply: Upload a resume and cover letter through [NBT's hiring portal](#).

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