

POSITION DESCRIPTION

Position: Community Engagement Coordinator

Contract: Full-time

Reports to: Director, Community Engagement

POSITION PURPOSE

Milwaukee Ballet transforms lives and connects communities through inspiring performance, community engagement and training. Milwaukee Ballet's Community Engagement programs promote confidence, a healthy lifestyle, and creativity through performance and accessible, hands-on workshops. By introducing ballet to audiences of all ages, these programs bring the power of movement and dance to life and inspire the lives of the people they reach.

The Community Engagement Coordinator is a full-time job, salaried with benefits. The role supports the Director of Community Engagement in delivering programs and achieving growth goals within Milwaukee Ballet's 5-Year plan. The Community Engagement team includes two other part time staff and works closely with MBII Program staff. The Department of Community Engagement serves nearly 40,000 people each year through its programs and initiatives.

VALUES

At Milwaukee Ballet, we value: Excellence | Innovation | Inclusivity | Respect | Integrity | Accountability

KEY RESPONSIBILITIES

For more information about our community engagement programs, please visit www.milwaukeeballet.org/community-engagement/

Outreach schedule:

- Coordinate community outreach schedule including booking workshops, ACE Programs, ResiDANCE programs, Ballet-in-a-Box shows outreach
- Handle confirmation, billing and communication with our community partners

Ballet Beat (Summer Program in July):

- Plan *Ballet Beat* with Director of Community Engagement and communicate and schedule needs across MB departments, including marketing, development, wardrobe and production.
- Manage *Ballet Beat* scheduling and coordination
- Manage *Ballet Beat* volunteer group and schedule them and outreach team for all *Ballet Beat* activities

Tour de Force:

- Coordinate the *Tour de Force* Program, including scheduling, identifying dancers and external support staff, volunteers, event management events, registration of guests, written materials for guests and more.
- Communicate needs of *Tour de Force* across MB departments, especially marketing and development.

Student Matinee series:

- Coordinate Milwaukee Ballet's Student Matinee Series including mailing, communication with schools and families, collect and report money, billing, seating charts, day-of coordination
- Work with Community Engagement Director to identify schools for free student matinee series.
- Initiate communication with new schools and collaborate with Marketing to promote the series.

UPAF

- Work with Development to maintain event summary and UPAF reporting of all outreach activities, numbers, counties, for year-end reporting;

Other responsibilities:

- Work with MBII Staff to assign dancers to approved outreaches as fits with their training and performance schedule.
- Work with Marketing on promotion of Sensory-Friendly Performance of The Nutcracker.
- Track numbers of patrons and community members exposed to Community Engagement events for measurement within strategic plan.
- Help create content for MB social media in collaboration with Marketing Department and Director of Community Engagement.
- Manage new Backstage Tour volunteer group and schedule all tours with them throughout the season.
- Provide writing support and research as needed for Director of Community Engagement for production-related promotions including study guides, brochures and flyers, program speeches, Barre Talk or other areas as needed.
- Attendance at events and engagements outside of regular work hours is required.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES

- 3-5 years experience in a similar field, preferably in a non-profit or the performing arts;
- Bachelor's degree preferred;
- Passion for the arts preferred with knowledge of dance education or ballet a significant advantage;
- Excellent computer literacy with aptitude for social media;
- Proven work ethic, initiative and ability to lead autonomously;
- Resourceful and independent while building and fostering consensus across the organization;
- Strong writing and editing skills an advantage;
- Experience with conceiving and executing effective social media tactics;
- Ability to work with a diverse group of personalities;
- Emotionally mature with a sense of humor.

Please send your application, including cover letter and resume to Alyson Chavez, Director of Community Engagement, at achavez@milwaukeeballet.org,

Milwaukee Ballet is an Equal Opportunity Employer.