

Milwaukee Ballet's mission is to transform lives and connect communities through inspiring performance, community engagement, education and training.

COMMUNITY ENGAGEMENT COORDINATOR

Position Summary

By introducing ballet to audiences of all ages, the Milwaukee Ballet community engagement programs bring the power of movement and dance to life and inspire the lives of the people they reach. The **Community Engagement Coordinator** serves a critical role in supporting the implementation of current programs and helping achieve growth goals within the Community Engagement Department. This position reports to the Director of Community Engagement while working collaboratively with other internal departments. An ideal candidate is creative, passionate about the arts, and brings a deep commitment to connecting with diverse audiences.

This is a full-time, exempt position with benefits.

Responsibilities

Administrative:

- Manage logistics for on and off-site community events or programs, such as scheduling, registration, staffing, accessibility needs, internal/external communication, transportation, and day-of coordination.
- Coordinate with production and patron services teams for any collaborative projects, accessibility practices, and performances on and offsite.
- Maintain positive relations with existing community partners and provide support for new connections.
- Collaborate and supply content related to community engagement initiatives for Company newsletters, social media, collateral, and other correspondences.
- Research and develop content for study guides, brochures and flyers, program speeches, presentations or other areas as needed for Community Engagement Department.
- Provide input on community engagement strategic goals, programs, opportunities, and events.

Program Support:

- Coordinate behind-the-scenes or building tours, workshops, and rehearsal viewings in collaboration with the production and artistic teams.
- Support flagship community engagement programs, including preparation, implementation, delivery, teaching, or coordination of programs on and off-site.
- Support the delivery of Community Engagement led performances, including school or community touring shows, sensory friendly, and student matinee productions.
- Collaborate on audience engagement opportunities for Company and MBII performances.
- Gather and implement different modes of evaluation, including testimonial and data-driven information at community events or programs for reporting needs.

Public Facing:

- Champion Milwaukee Ballet's commitment to the "Ballet without Boundaries" philosophy.
- Be a direct point-of-contact or facilitator for community partners, programs, or performances.
- Participate in community events or meetings and serve as a representative of Milwaukee Ballet.

Other Duties: Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.

Background & Qualifications

- Post-secondary education preferred or equivalent work experience in related field.
- Minimum 2-3 years' work experience, preferably in non-profit, community building, DEI and social justice, education, or the arts; dance or ballet education is a benefit.
- Proven work ethic, resourceful, and initiative-taker with the ability to lead projects independently and collaboratively, both internally and externally.
- Computer proficiency with Microsoft Word, PowerPoint, Excel, and virtual platforms.
- Spanish speaking and/or ability to read and write in Spanish is an advantage.
- Experience and knowledge about EDI and social justice initiatives is highly valued.
- Required to work some nights and weekends, specifically during performances, programs, or events.

Required Values & Qualities

- **Innovative:** Regards challenges in new ways and provides creative solutions.
- **Communicative:** Responsive and courteous to internal and external stakeholders.
- **Collaborative:** Values and prioritizes seeking others' opinions and working as a team.
- **Adaptable and relatable:** Ability to work and communicate effectively with diverse groups.
- **Professional:** Ability to initiate and exhibit appropriate, professional, and courteous demeanor.
- **Interpersonal Skills:** Ability to establish and maintain relationships with others, both verbal and written.
- **Timely and Effective:** Proactively manage multiple priorities and ability to meet deadlines.

About Milwaukee Ballet

Founded in 1970, Milwaukee Ballet is a leader in Wisconsin's arts and culture scene. Under the artistic leadership of Artistic Director Michael Pink, Milwaukee Ballet has become world-renowned for presenting bold new interpretations of story ballets, and cutting-edge contemporary works. Milwaukee Ballet is home to an international company of dancers and is one of a few companies in the nation with its own orchestra. Milwaukee Ballet School & Academy is the only professional dance school in the Midwest accredited by the National Association of Schools of Dance. Milwaukee Ballet's award-winning Community Engagement department serves more than 38,000 people in Southeastern Wisconsin through original, interactive programs.

Milwaukee Ballet is committed to creating an inclusive and diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

How to Apply

- Submit a cover letter and resume with three references (including two professionals who will not be contacted without approval of the candidate) via our [Application Portal](#).
- Successful applicants will be subject to a background check.
- Ability to drive a vehicle is necessary; must have a valid driver's license or be able to obtain one upon being hired.
- For best consideration please apply before January 31, 2022. Successful applicants will be subject to a background check.

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