



JOB POSTING

Manager of Engagement Programs

Position:	Manager of Engagement Programs	Status:	Exempt
Department:	Education & Engagement	Full/Part Time:	Full-Time
Reports To:	Director of Engagement	Annual/Seasonal:	Annual
Start Date:	As Soon as Possible	Salary:	\$40,000 - \$45,000
To Apply:	Click Here to Apply	Deadline to Apply:	Open until Filled

ABOUT MILWAUKEE REP

Milwaukee Rep is Wisconsin's largest performing arts organization in terms of audiences served and one of the largest professional theaters in the country. Each year, nearly 300,000 people experience a wide range of productions and events, from Broadway musicals and Shakespeare to American classics and World Premieres. At Milwaukee Rep, we value inclusion, innovation, collaboration, and quality. Our team plays an important role in advancing our mission to ignite positive change in our community through the transformative power of theater. We are committed to building a diverse and inclusive workplace and encourage candidates from a variety of backgrounds and experiences to apply. While few candidates will meet every qualification listed, we encourage individuals who are excited about the opportunity and believe they can contribute to our success to apply.

POSITION SUMMARY

The **Manager of Engagement Programs** is responsible for assisting the planning and implementation of engagement programming in collaboration with the Director of Engagement. This position oversees the implementation of the Connections Series. The manager has role in maintaining partnerships and relationships across Milwaukee through our community engagement programming. This position also collaborates with the E&E Administrator on communicating Engagement activities and assists with programmatic support in the Education & Engagement (E&E) Department.

Major Duties and Responsibilities Include:

Departmental Operations

- Manage administrative support for all engagement programming throughout the season as needed, collaborating with the Education & Engagement (E&E) Administrator, and ensuring information is in the E&E calendar, database, and spreadsheets.
- Process payment requests for guest artists, speakers, and facilitators.
- Contribute to evaluation, archiving, and reporting processes for engagement programs.
- Collaborate with the E&E Administrator on marketing Engagement programming.
- Assist in coaching and guiding E&E EPRs and Interns as related to their involvement in Engagement programs.
- Support and champion institutional Equity, Diversity, and Inclusion work, actively looking for ways to advance equity in all E&E programming.
- Serve on staff committees as needed.

Events, Programs, and Activities

- Manage the implementation of audience engagement programming as a part of the Connections Series
 - Coordinate and run TalkBacks and Panel Conversations, identifying panelists, prepping questions, and communicating with marketing & stage management.
 - Plan the Dinner Dialogue series, including booking the restaurant, creating information for marketing, developing invitations for guest speakers, participants, and community partners; build the dialogue guide; identify and train facilitators; create seating charts; assign job duties to E&E team.
 - Research, write, create and identify video for the Story Wall.
 - Manage Community Nights for neighborhood partners, specialty community nights, and assisting with Teen Nights.
 - Assist the Director of Engagement in the implementation of Afterwards, Prologue, Festivals & Celebrations, and other Connections activities as needed.
- Lead Access Programs around A Christmas Carol
 - Manage ACC Families, organizing staff committee and assignments, coordinating volunteers for wrapping, shopping, and delivery, lead communications with community partner, coordinate donation collections with finance and stage management.

- Oversee ACC Community Tickets, coaching EPR on leading this program, identifying community partners to be ticket recipients, and coordinating volunteers for ticket distribution.
- Provide support for all community engagement activities.
 - Cultivate and nourish relationships with community partners.
 - Represent Milwaukee Rep at community events and meetings.
 - Support the execution of partner events both at Milwaukee Rep and at partner sites.
- Support Education programs as needed, including School of Theater, Teen Programs, and school programming.
 - Support the implementation of the Next Narrative Monologue Competition.
 - Assist with Student Matinees and Immersion Days.
 - Teach across programs as needed, including summer camps, school programs, and School of Theater.
- Teach, facilitate, and moderate programs as necessary.

In addition to these duties, there may be other duties as assigned, and you will be required to participate in some capacity in Milwaukee Rep's Annual Gala.

SCHEDULE

The bulk of the hours will happen Monday through Friday during traditional business hours. This position must also be available for nights and weekends. Schedule will be adjusted as needed to accommodate non-traditional business hours. There are many evening events and this position covers a large bulk of those at times.

REQUIREMENTS OF THE POSITION

Preference will be given to candidates with the following qualifications:

- Experience and/or training in office administration, event planning, education programs, or other relevant experience with transferrable skills.
- Outstanding interpersonal skills with a genuine ability to connect with people from diverse backgrounds
- Comfortable and confident speaking in front of groups, presenting ideas, or representing the company at events..
- Knowledge of, experience in, and a passion for theater.
- Strong organizational skills and attention to detail, including managing multiple projects simultaneously within deadlines.
- Strong verbal and written communication skills.
- Knowledgeable in the use of computer software such as Microsoft Office Suite programs (Microsoft Word, Excel, PowerPoint, Adobe Acrobat, etc.)
- Ability to make informed decisions on maintaining Milwaukee Rep's positive image and public perception of Milwaukee Rep and its programs.

Additional Requirements:

- Ability to pass a background check in accordance with state and/or federal laws.
- This position lifts and moves materials and supplies up to 25 pounds.
- Ability to stand, sit, or walk for up to 3 hours at a time.
- Possess a valid U.S driver's license and access to a personal vehicle.

BENEFITS OFFERED

Employee Benefits

Health & Dental Insurance – Employee contribution to premium
 Health Savings Account & Health Reimbursement Account
 Flexible Spending Account
 403(b) Retirement Plan

Paid Time Off Package including Vacation Time, Sick Leave, Holidays, Parental Leave, Medical Leave

TO APPLY

Required Materials: Online Application, Resume, cover letter, and contact information for 2 professional references.

Deadline to apply: Applications will be accepted on a rolling basis until the position is filled. To maintain an equitable process, everyone *must* apply online. Any candidate who requires accommodations to submit an online application should contact careers@milwaukeekeerep.com

[Submit Application Materials Online](#)

Milwaukee Repertory Theater is committed to creating a culturally 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, marital status, national origin, genetics, disability, age, or veteran status.