Job Description: Communications & Engagement Manager

Playwrights Foundation, a center for new play development that supports, empowers, and centers playwrights, is looking for a part time Communications & Engagement Manager to work closely with the Executive Artistic Director (EAD) to manage our communications and engagement efforts with our community of playwrights, new play supporters, and theatre professionals. Playwrights Foundation is located in San Francisco, on the traditional lands of the Ramaytush Ohlone people.

The Communications & Engagement Manager will partner with the EAD on the public storytelling about the organization, support building relationships with various stakeholders, implement fundraising communications needs, and organize engagement activities supporting core programming. The ideal candidate would have experience in a marketing and communications role within a nonprofit.

Primary Job Duties:

- Partner with EAD and other staff on strategy and conduct implementation of regular communication to various stakeholders: new play supporters, playwright alumni, press relations, theatre professionals, and community partners.
- Oversee and implement public communication methods and producing/gathering content for the following: public emails, newsletters, program brochures, flyers, videos, social network profiles, website, press releases etc.
- Develop engagement strategies beyond public readings and implement in person and online activities for various stakeholders such as panels or other gatherings for audience, playwright alumni, and theatre professionals at large.
- Oversee House Management tasks for public readings and support Box Office needs
- In partnership with development staff, coordinate online fundraising strategies, campaigns and calls to action for online mobilization, outreach and small-donor fundraising
- Track and report on engagement of all outreach sources, playwright alumni awards/activities, and engagement events
- Identify and develop mutually beneficial community partnerships that support the artistic work
- Oversee seasonal volunteers, as needed

Seeking the following Qualities:

- Dedicated to diversity, inclusion, equity, access and anti-racism
- Eagerness to learn and contribute to a small team
- Values focused
- Relationship Centered
- Collaborative
- Resourceful
- Observant and intuitive
- Proactive problem solver
- Detail-oriented
- Self-starter, dynamic and able to thrive in a small but active environment
- Ability to work independently and remotely with a diverse team
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Qualifications
● Strong storytelling and writing skills; ability to develop and organize narratives for varying audiences
● Demonstrated excellence in organizational skills and attention to detail; ability to help drive time-sensitive projects to completion and manage competing priorities
● Demonstrated analytical and critical thinking skills. Ability to use good judgment, take initiative and make recommendations in resolving problems and provide guidance to staff
● Basic image/video editing skills, familiarity with Adobe Creative Suite, Canva, or similar tools is a plus
● Knowledge of, or experience in, marketing, online fundraising, nonprofit advocacy, and membership cultivation is a plus
● Familiarity with CRM databases, especially Salesforce or PatronManager, is a plus
● Proficiency in EMMA or similar e-marketing platforms is a plus
● Familiarity in Wordpress or similar website management software is a plus
● Knowledge of, or experience in, public relations is a plus
● Good technical skills, experience with Google Suite and Microsoft Office a plus

Hours & Schedule
For immediate Hire mid-February 2022. Year round, part time employee with an avg of 18 hours per week for roughly 936 hours per year. Hours fluctuate according to projects and deadlines with up to 40 hours during the Bay Area Playwrights Festival mid July-early August and sometimes 10 hours per week during slower periods. Occasional evening and weekend work required to support events. Work will primarily be remote with necessary in person support for events so must have Bay Area housing.

Compensation
● $19/hour
● Half time holidays for a total of 5.5 days of paid holidays per year
● Sick Benefits
● Pre-tax commuter benefits
● Flexible schedule

How to apply
Visit our application portal at this link. Click on the appropriate job link and submit a cover letter, resume, and references to the attention of Jessica Bird Beza, Executive Artistic Director. Interviews will be held on a rolling basis through February 18th, 2021 or until the position is filled.

At Playwrights Foundation, we celebrate diversity and seek to uphold inclusive and anti-racist practices. We are an equal opportunity employer and encourage applicants of all race, color, ancestry, religion, sex, national origin, sexual orientation, age, marital status, disability, gender identity or Veteran status to apply.