

**JOB TITLE:** Community Outreach Coordinator

**REPORTS TO:** General Manager

## **OVERVIEW**

The Community Outreach Coordinator is the Irvine Barclay Theatre's (IBT) primary point of contact for artists, schools, and other organizations and individuals who participate in educational and outreach activities provided to the community. He/She suggests and coordinates opportunities for educational activities provided in tandem with the artistic endeavors and performances presented by IBT, promotes public awareness, and documents and interprets data representing these activities.

## **PRIMARY RESPONSIBILITIES**

### ***Event Coordination***

- Provide primary administrative coordination including planning, outreach, scheduling and implementation for current IBT educational activities including:
  - Jazz Reach, a multiple day educational school engagement followed by a public community concert at IBT
  - Contemporary Dance Immersion, a year-long educational program for dance students with UCI Claire Trevor Dance Department and featuring IBT Dance Concert presentations
- Suggest, create and administer new opportunities for student/community outreach such as
  - In-school services (elementary through university level), lecture demonstrations and master classes utilizing IBT artists
  - New outreach with IBT rental clients (i.e. Vocal Workshops)
  - Other outreach opportunities as may be identified
- Maintain/create good relationships with education/community collaborators, teachers, IBT Staff, artists, students and others involved in the IBT outreach programs and activities

### ***Public Relations and Documentation***

- Reach out to IBT Public Relations Consultant and other outreach as identified to promote public awareness of these activities and promote participation and/or other support
- Articulate the building efforts and success of outreach activities via documentation including photos, records of attendance, feedback from participants (i.e. teacher's assessments of the impact of the activities), plus interpret and, as requested, share the data with the IBT Executive Staff.

## **KEY RELATIONSHIPS**

The Community Outreach Coordinator works closely with the IBT General Manager, the IBT Director of Communications and Public Relations Consultant, and the Executive Staff of the Barclay Theatre. There is also frequent contact with school representatives, students, Barclay Presents artists and Barclay rental clients, and others involved in the outreach activities.

## **QUALIFICATIONS**

Bachelor's degree preferred or comparable professional experience. Experience in the performing arts and/or education helpful. Competency in Microsoft Outlook, Word, Excel, Power Point, and social media. Self-motivated, confident, comfortable working independently in and out of the field as well as in coordination with others. Ability to multi-task, prioritize, take initiative, and follow-through is essential. Experienced in dealing with a diverse array of constituents, including youth and adults. Good written and oral communication capabilities, strong customer service and detail orientation. Requires flexible work schedule, including some evenings and weekends. Ability to lift and move objects up to 25 pounds.