



RED MOUNTAIN
THEATRE COMPANY

Position: Community Engagement Coordinator
Department: Education
Reports to: Director of Education

JOB DESCRIPTION

Summary of Position:

The Community Engagement Coordinator (CEC) is responsible for representing RMTC and its services to the community at large. The CEC strategically identifies and cultivates relationships with a variety of entities and individuals to secure and implement mission-centric opportunities for RMTC performances.

Duties and Responsibilities:

- Maintain existing and cultivate new relationships with schools, partners, and other organizations for booking:
 - Performance tour programming
 - Residency programming
 - Seasoned Performers programming
 - Special Appearance programming
- Coordinate and manage implementation of performance schedules for each program with multiple levels of constituents (schools/booking organization, RMTC staff, contracted artists/crew, organization partnerships, etc.)
- Meet each program's financial goals while maintaining the highest level of customer service and organizational structure
- Proactively and creatively utilize RMTC resources (Marketing Department, Director of Education) to develop and implement new ideas for building awareness of RMTC in the community and deepening engagement with each level of constituency
- Maintain a healthy balance between revenue-producing activities and projects reaching underserved communities
- Assist Director of Education in identifying, securing, and coordinating contracts for teaching artists
- Maintain inventory and distribution of lesson plans, materials, and supplies for teaching artists and instructors.
- Serve as initial point of contact for incoming Education Department and Seasoned Performers inquiries, assisting constituents with questions and/or registration process
- Provide general assistance for education department needs as they arise

Necessary skills:

- Dynamic self-starter
- Excellent verbal and written communication skills
- Strong interpersonal skills
- Impeccable organizational skills
- Ability to manage a variety of projects simultaneously
- Sales experience a plus