



POSITION TITLE: Audience Engagement Manager

COMPENSATION: Hourly - \$25/hr.

THE POSITION:

Dobama Theatre is looking to hire a dynamic, outgoing individual to greet patrons and engage with audiences during performances for the upcoming production of SIGNIFICANT OTHER. This show runs April 25 - May 19, 2024.

This role has the potential to grow into a year-long, part-time, permanent team member position for the 2024/25 Season which begins in October 2024.

The Audience Engagement Manager will arrive 45 minutes prior to the posted curtain time of each performance and greet patrons as they enter the building. They will also interact with patrons at intermission (when applicable) and as they leave the theatre after each performance. They will run engagement events at select performances such as receptions before or after the show, introducing speakers for onstage post-show conversations, and/or greeting representatives from partner organizations when they arrive for programming associated with a production.

The successful candidate will be someone who is engaging, outwardly friendly, self-motivated, and finds energy in social interactions. The Audience Engagement Manager is a role requiring attendance at most performances and community events making audiences feel welcome, communicating with community members about Dobama programming, and directing patrons as needed.

The Audience Engagement Manager can dress casually and to their personal style at performances. They will also be provided with Dobama identification (i.e. lanyard/ badge, nametag) and Dobama swag (i.e. hoodie, t-shirt, etc.) to be used as needed to present as a member of the team.

WHAT WE'RE LOOKING FOR:

We look forward to working with someone with a passion for engaging with patrons face-to-face, building new audiences, increasing Dobama's visibility, expanding community engagement, and nurturing relationships with donors and other stakeholders. Candidates with a passion for Dobama's work both artistically and around social justice are encouraged to apply. We are particularly interested in candidates with strong organization, interpersonal, public speaking, and communication skills. We're excited to welcome someone to Dobama who is dedicated to an equitable community, enjoys active collaboration, and works well as part of a team. The successful candidate should also have reliable transportation as parts of this position involve in-person attendance at events.

HOURS/ COMPENSATION:

This is an hourly position with about 13 hours of work during performance weeks. Pay is \$25/ hr. with an average of three hours of work for each performance. Performances are generally Thursday-Saturday evenings and Sunday matinees, though these dates/ times can vary around holidays. If interested and available, there may be opportunities for additional work hours at community events, other artistic offerings, education programming, office support, and production assistance.

POSITION RESPONSIBILITIES INCLUDE:

- Increasing audience and donor engagement by making in-person connections at performances and events.
- Coordinating conversations and communications with audiences, members, donors, and supporters.
- Organizing an engagement table in the lobby with literature, marketing materials, and credit card reader for donations.
- Assisting at community and donor events as available.
- Participating in a weekly meeting to be updated on Dobama events and programs to be communicated and explained.



RESPONSIBILITIES COULD ALSO INCLUDE:

- Providing administrative and/or operations support
- Supporting community engagement offerings and events
- Representing Dobama at marketing and community events, festivals, etc.
- Providing artistic input and collaboration as desired
(e.g. – casting, season planning, programs, etc.)
- Participating actively in other ways that align with the skill set and interests of the new team member.

WORKING AT DOBAMA:

We're excited and grateful that you're interested in working with Dobama Theatre. All Dobama team members can have input into every aspect of the organization, so we invite you to bring your authentic self. Dobama team members work across projects in a system of mutual support, circular management, and consensus decision-making. Every member of the team is empowered to lead in their core responsibilities and can contribute and support all other Dobama programming as they feel comfortable.

AN INVITATION:

Dobama actively seeks to create an environment that is safe, brave, welcoming, nurturing, and joyful for all. We invite and encourage any interested individuals to apply to be a part of Dobama Theatre leadership; Dobama Theatre is committed to Equity, Diversity and Inclusion on and off stage. In that spirit, we particularly encourage applications from interested candidates from the BIPOC, LGBTQ+, women's, disabled, and other marginalized communities. To learn more about these commitments, visit:

<https://www.dobama.org/antiracism>



ABOUT DOBAMA THEATRE:

Since 1959, Dobama Theatre has been Greater Cleveland's Off-Broadway Theatre. Dobama produces at least five [mainstage productions](#) each season (September-May) which are Cleveland, Regional, American, or World premieres of important new plays. Dobama is a union, small professional theatre under the auspices of Actors' Equity Association. Dobama has a history of social justice and EDI work. Dobama's new [FULL CIRCLE Program](#) connects our neighbors in Northeast Ohio to the shows we create by actively engaging members from communities represented in the plays we produce to both the theatre-making process and to expanded audience enrichment programming.

The [Young Playwrights Program](#) provides workshops, school residencies, and other resources to students in grades 1-12 to write their own plays. Part of this program is the Marilyn Bianchi Kids' Playwriting Festival (MBKPF), the oldest event of its kind in the nation. The [Dobama Emerging Artists Program \(DEAP\)](#), is a 4-week summer intensive that provides technique-based training for actors in high school and college.

The [Playwrights' GYM](#) is Dobama Theatre's professional playwriting unit. GYM playwrights are given resources including rehearsal space, collaboration with a director to assist the playwright, marketing and public readings to support their work. Dobama's [FOCUS Program](#) aims to provide exposure, training, mentorship, networking, and paid professional opportunities for theatre designers, technicians, and stage managers from underrepresented communities including BIPOC, LGBTQ+, and Disabled theatre practitioners. Dobama's [Internship Program](#) offers paid experience in both production and management.

TO APPLY:

Please email a letter of interest to elisek@dobama.org

Candidates should include the name, phone, and. email for three references with their letter of interest. Interested candidates can also include a resume. Preference will be given to submissions received by Monday, April 1, 2024.

Once again, thank you for your interest.

With love and respect,
The Dobama Theatre Team