



COMMUNITY ENGAGEMENT COORDINATOR

This position reports directly to DPAC's Director of Community Engagement. This position will assist with the coordination of all Community related programming and special projects. This role requires great organizational skills with strong attention to detail, and a passion for arts education, equity and access.

What you'll do:

- **Discover Broadway Ticket Donation Program:**
 - Manage DPAC's Discover Broadway ticket donation program.
 - Learn Ticketmaster/Archtics software and perform ticket transfers as requested by Season Seat Members.
 - Maintain a ticket donation spreadsheet shared with Durham Public Schools, Durham Tech, and North Carolina Central University.
 - Monitor ticket donations to ensure timely delivery to recipients for designated performances.
- **The DPAC Rising Star Awards:**
 - Assist the Director of Community Engagement in activities related to The DPAC Rising Star Awards.
 - Coordinate complimentary ticket distribution for The DPAC Rising Star Awards participants (including schools, student finalists, community partners, and TRS Directors).
 - Monitor judges' score submissions throughout the season.
 - Track school applications and ensure timely submission of materials.
 - Help plan and coordinate rehearsals leading up to the live awards ceremony at DPAC in the spring.
- **Performing Art Showstoppers:**
 - Manage a group of 30+ high school students who act as Showstoppers at all Broadway events throughout the season.



- **Performing Arts Ambassadors:**
 - Assist the Director of Community Engagement with Ambassador-related activities as needed.
 - Coordinate fall Ambassador Orientation and a spring Wrap Party.
- **Next Stop Broadway:**
 - On-site support during Next Stop Broadway week.
 - Prepare packets and swag bags for participants.
 - Coordinate cast party after the program week.
- **Charitable Giveaways:**
 - Manage DPAC's gifted VIP ticket packages for local charities and non-profits.

What you'll bring

- **Skills and Abilities:**
 - Knowledge of community resources, social service providers, and trends in the field.
 - The ability to work some nights and weekends.
 - Excellent communication skills (written and verbal) for various audiences.
 - Ability to create written marketing materials for different communication platforms.
 - Effective management of multiple priorities with attention to detail.
 - Availability to attend functions/activities outside normal business hours.
 - Advanced level of computer literacy.
 - High level of professionalism and discretion.

Part time 20 hours/week

Wage: \$19.75/hour

Apply Here