



Job Announcement
COMMUNITY ENGAGEMENT MANAGER

GENERAL DUTIES AND RESPONSIBILITIES

The Community Engagement Manager works in concert with Richmond Triangle Players' senior leadership team to expand fundraising and community engagement capacity in support of the organization's mission and programming. This position plays an important role in marketing and fundraising campaign design, prospect cultivation and solicitation, and in managing RTP's donor management systems. The Community Engagement Manager also works closely with RTP's Board of Directors, staff and volunteers to implement relationship-based patron engagement efforts.

EXPERIENCE AND EDUCATIONAL REQUIREMENTS

The ideal Community Engagement Manager candidate is an organized, outgoing and enthusiastic individual looking to further their career with a recognized professional theatre. The successful applicant preferably has an undergraduate baccalaureate degree from a regionally accredited college or university. Previous relevant experience in arts management or a related field is a plus.

SPECIFIC DUTIES AND RESPONSIBILITIES

Responsibilities of this position will include, but are not limited to:

DONOR ENGAGEMENT

- Implement the donor stewardship plan; specifically plan and execute one or more "behind the scenes" events for select groups of donors for each production; suggest ideas to improve the program as needed;
- Assist the Executive Director and Board fundraising team to design and implement a cohesive annual development and fundraising plan;
- Collaborate with and inspire board members and volunteers in individual and institutional fundraising efforts, including solicitation, acknowledgment and reporting;

- Become familiar with PatronManager software, and proficient at producing the reports and data to support all activities.

TICKET BUYER ENGAGEMENT

- Design and execute two post-show talkback sessions per production (generally on Sunday afternoons);
- Create Opening Night and Closing Night post-show receptions to help celebrate our productions and patrons;
- Reach out to Scott's Addition Apartment Complex Concierges to create ongoing special events for their residents; coordinate Greater Scott's Addition Association (GSAA) Resident Member ticket discounts;
- Coordinate Advertising Sales for the theatre playbill;
- Work with RTP staff to design and execute a season announcement event.

COMMUNITY ENGAGEMENT

- Create community partnerships to advance the goals of RTP including but not limited to the other LGBTQ organizations in Richmond;
- Collaborate with the Executive and Artistic Directors on the creation of digital and online programming that enhances RTP's mission in and impact on the community;
- Forge effective partnerships with professional and volunteer leadership teams as well as representatives from diverse networks throughout the greater Richmond community;
- Always serve as an effective representative of the organization.

EMPLOYMENT DETAILS

The Board of Richmond Triangle Players sets the compensation and benefits for the Community Engagement Manager. This is considered a full-time position; compensation is \$33,250 per year. Hours are flexible; some evenings and weekends will be required. This is a hybrid position, encouraging a successful balance between work at the theatre and at home. Health stipend is available; standard national holidays are observed.

The Community Engagement Manager will serve an initial 120-day probationary period during which employment can be terminated by the Executive Director with notice of 30 days. At the end of the probationary period the Executive Director will conduct an evaluation.

With a successful evaluation, the Community Engagement Manager enters an at-will work agreement with the company. The performance of the Community Engagement Manager shall be annually reviewed by the Executive Director and reported to the Board.

About Richmond Triangle Players

Richmond Triangle Players offers entertaining, thought-provoking, and inspiring theatre that explores identity, culture, and family across sexual orientation and gender spectrums, celebrating and giving voice to the variety and complexity of LGBTQ+ experiences. We hope to uplift hearts, open minds, and advance our community's conversation about diversity, equity, and inclusion by telling stories with emotion, humor, and authenticity.

We make sure that everyone arrives in our space feeling safe and welcomed, and leaves feeling fulfilled and affirmed, perhaps even challenged and changed. A nonprofit, professional theatre company founded in 1993, RTP takes pride in being the leading performing arts company in the region that produces high quality transformational programming rooted in queer experiences and supports the development of queer artistry.

Richmond Triangle Players provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.