



Community Engagement Coordinator

Reports to:	Director of Education & Community Engagement
Classification:	Part-time, hourly (non-exempt)
Work Schedule:	25-hours to 20-hours per week, Monday–Friday, 9am–5pm (<i>early mornings, evenings and weekends as needed</i>)
Salary Range:	\$22.00 – \$26.00 per hour (<i>Salary based on experience and qualifications</i>)
Location:	Administrative office at 4875 Ward Road, Wheat Ridge, CO (some commuting to Central City during the festival and other events as needed)

POSITION SUMMARY:

The Community Engagement Coordinator at Central City Opera (CCO) is a capable relationship builder and citizen artist working to develop meaningful connections with new, developing, and existing communities. An integral member of the Education and Community Engagement team, this role takes responsibility for a variety of tasks within the areas of administration, community building, and change making through expanding the CCO’s activities in civic practice. Through a demonstrated commitment to relevant and inclusive work in the communities surrounding CCO, this coordinator will focus upon engaging new, developing, and underserved communities and while serving and connecting with existing audiences—as well as those from adjacent interest groups—in meaningful ways.

RESPONSIBILITIES INCLUDE:

Artistic Administration:

- ◆ Assist the Director of Education & Community Engagement in planning, coordinating, and managing engagement activities and educational programming as assigned.
 - ◆ Develop programming in the area of Community Engagement, coordinating with presenters and community leaders.
 - ◆ Manage quarterly meetings with a diverse roster of contracted music and teaching artists.
 - ◆ Ensure excellent working conditions and maintain up to date files and collateral for all contractors.
 - ◆ Research and identify potential partners in the community.
 - ◆ Actively participate in the delivery of programs as an artist and/or provide production assistance as assigned.
 - ◆ Coordinate production travel and housing as needed; act as production manager for touring activities.
 - ◆ Maintain records and report upon those served by Central City Opera (“Service Report”) to the supervisor on a bi-weekly basis; be prepared to field reporting requests on demand; contribute to semi-annual summary reporting efforts in June and December.
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- ◆ Establish event planning goals, actions, and outcomes and capture feedback from vendors and participants through evaluations.
- ◆ Debrief with contracted music and teaching artists on a regular basis and share successes and areas of improvement in a timely fashion.
- ◆ Maintain a portfolio documenting programming beyond service numbers (which may include online archives, resources that document the event or the continued engagement of stakeholders, written feedback, projects or products) to provide in monthly impact reports.

Building Community:

- ◆ Forge authentic relationships and support collaboration in new and developing communities. Manage new projects and identify stakeholders in newly-engaged communities.
- ◆ Be an operatic ambassador to new audiences through various modes which may include performing, teaching, producing, or civic practice projects. Develop a diverse network of operatic ambassadors/influencers to help share opera with new audiences and in new ways.
- ◆ Facilitate opportunities for exposure to the performing arts and contribute towards resources for the greater community.

Working in Service of Change:

- ◆ Encourage inclusive collaboration centered upon community engagement.
- ◆ Support the evolution of practices related to diversity, equity, accessibility, and inclusion in both new and existing programming, along with other departmental activities and efforts.
- ◆ Consult on strategic and equity-related initiatives and the implementation of equity-promoting partnerships, including the expansion of accessible digital/virtual programming.

QUALIFICATIONS:

- ◆ Bilingual in Spanish (preferred).
- ◆ At least two years of experience in education, community organizing, or related field where the successful ability to lead, manage, teach, and/or direct others was demonstrated.
- ◆ A citizen artist with the ability to understand, appreciate and interact with people from different cultures and different belief systems.
- ◆ Significant training and professional experience in opera, music, theatre, technical theatre, pedagogy or other specialized discipline in or surrounding the performing arts.
- ◆ Bachelor's Degree or equivalent combination of experience and education.
- ◆ A clear CBI/FBI background check as required for working with children/minors and in venues that serve children/minors.

Skills and Abilities:

- ◆ Artistic and production experience in activities of civic practice and community engagement, including but not limited to creative placemaking, community-based arts, and community devised arts/theatre/music.
- ◆ Commitment to diversity, equity, inclusion, and justice.

- ◆ Commitment to cultural equity.
- ◆ Outstanding interpersonal skills with the ability to function in a collaborative environment while also working independently.
- ◆ Direct and prompt communication skills and ability to perform assignments in a timely and accurate manner.
- ◆ Efficient and courteous customer service skills.
- ◆ Ability to facilitate collaborative learning in an environment of mutual respect.
- ◆ A life-long student with boundless desire to learn.
- ◆ Resiliency and flexibility.
- ◆ Attention to detail, analytical skills, and problem-solving abilities.
- ◆ Amenable to fluctuating work schedules during busy periods, including the summer festival.
- ◆ Commuting to Central City and other event locations is required.
- ◆ Tech savvy.

EQUAL EMPLOYMENT OPPORTUNITY

CCO is committed to creating and sustaining an inclusive and equitable work environment. Equity, diversity, and inclusion are core values and we are currently working to expand our capacities in these areas with a company-wide understanding that this is an ongoing process that must be embedded into the fabric of the organization. We encourage candidates who identify as BIPOC, LGBTQ+, otherwise-abled, and other underrepresented identities to apply. All applications will receive consideration for employment.

HOW TO APPLY:

Please send your resume and a cover letter to hr@centralcityopera.org.