



GREAT Theatre Job Description

Position Title: **Engagement Manager**

Status: Hourly, full-time

Reports to: Executive Director

Supervises: N/A

Pay Range: \$22-25/hour

About GREAT Theatre

Great River Educational Arts Theatre (GREAT), is a non-profit community theatre in Waite Park, MN (60 miles north of Minneapolis) that enriches lives by bringing people together to build lasting connections through theatrical storytelling that challenges, educates, entertains, and inspires. Through dynamic on-stage programming that consists of producing 7-8 full-scale shows featuring local talent, multiple production collaborations, and innovative off-stage educational outreach throughout Central Minnesota, we invite people to be part of the story to build a more vibrant community, celebrate differences, and create a sense of belonging for everyone. By reaching more than 50,000 people each year, GREAT brings our community together through the transformative power of the arts.

GREAT is committed to attracting and retaining employees with varying identities and backgrounds. We aspire to create a team that represents the diversity of our community while creating a space that encourages and embraces inclusiveness, equal opportunity, and respect. Additionally, we are committed to anti-racism through ongoing and consistent action, moving with urgency while identifying both immediate and long-term strategic actions, both as individuals and collectively as an organization.

Position Summary

As Engagement Manager, you will play a key role in driving contributed revenue to support GREAT's mission. This position focuses on enhancing donor and audience engagement through development efforts and community outreach. You will be instrumental in generating funding through grants, sponsorships, and individual contributions, ensuring the continued growth and sustainability of GREAT's programs. This dynamic role is ideal for a motivated individual passionate about using theater to inspire, connect, and enrich the community. With a flexible

schedule to meet the evolving needs of our community, this position requires availability for non-traditional hours as needed.

Job Functions

As our engagement manager, you'll get to

- Coordinate, amplify, and expand community engagement opportunities and represent GREAT at events to increase and diversify audiences, participants, and donors.
- Cultivate and maintain strong relationships with local businesses, securing sponsorships and fostering long-term partnerships that support GREAT's mission
- Coordinate donor relations including implementation, annual fund solicitation and stewardship activities
- Assist in the planning and execution of fundraising events ensuring meaningful experiences for donors, volunteers, and sponsors.
- Identify and create storytelling content to illustrate the transformative impact GREAT has on individuals and our community.
- Give public presentations to service clubs and community partners.

As a part of the administrative team, you'll get to:

- Assist with various administrative tasks that support customer relations.
- Act as a House Manager, and box office/concessions attendant for productions, auditions, and special events as needed.
- Assist in proofreading external communication materials
- Support and champion Equity, Diversity, and Inclusion work
- Assist with other miscellaneous projects such as facility cleaning and event set up that requires all hands on deck

This might be the job for you if you:

- Are passionate about the arts and their role in connecting communities.
- Excel at building and managing positive relationships with committees, businesses, donors, community partners, and stakeholders.
- Have exceptional written and verbal communication skills to create compelling storytelling content, give public presentations, and represent GREAT effectively at community events.
- Bring knowledge of grant writing, donor solicitation, and stewardship to secure and sustain funding.
- Can plan, coordinate, and execute fundraising and community engagement events that provide meaningful experiences.

- Are energized by fast-paced environments and skilled at managing multiple initiatives simultaneously while collaborating with various teams.
- Provide excellent customer service to patrons, donors, and volunteers with a positive, service-oriented approach.
- Are flexible and willing to work non-traditional hours, including evenings and weekends.
- Are committed to fostering an inclusive environment and promoting diversity.
- Have superb organizational skills, strong attention to detail, time management, and a reputation for solving problems effectively.
- Are comfortable speaking in front of audiences, adapting your communication style to the audience.

As an employee of GREAT you'll receive

- Annual opportunity for raises based on performance
- Flexible work schedule with ability to work remotely occasionally as workload allows
- Volunteer pre-tax contribution to Simple IRA plan with up to a 3% company match
- Health reimbursement for qualified health expenses up to \$2000 annually
- 80 hours PTO accrued bi-weekly to enjoy time away from work and life balance with increases of 16 hours annually after each year of service
- 9 paid holidays (7 federal plus 2 floating)
- 4 hours paid volunteer time at another organization
- Complimentary tickets to shows and camp/class registrations
- A fulfilling and fun work environment with a diverse team committed to transforming lives through the power of the arts.