

## INTRODUCTION

Motus Theater's mission is to create original theater to facilitate dialogue on critical issues of our time. We aim to use the power of art to build alliances across diverse segments of our community.

Our award-winning performances and projects have moved important local and national debates about marginalized local histories, and immigration reform.

- [Law Enforcement Leaders Read 'Do You Know Who I Am?'](#)
- [It's Only a Paper Moon Hanging Over Immigration History](#)
- [SALSA Lotería](#)
- [Do You Know Who I Am?](#)
- [Rocks Karma Arrows](#)
- [One Action 2016: Arts + Immigration Project](#)
- [One Action 2012: Niwot's Arrow](#)

## JOB DESCRIPTION

### **Project & Communications Manager** **April 2018**

#### **Position Description:**

The **Project & Communications Manager** is a new role at Motus Theater. The **Project & Communications Manager** works closely with Motus Theater's Artistic and Producing Directors to ensure that all Motus projects are completed on time, within budget and meet high quality standards. The project manager will also support Motus in the areas of administration and communication. To succeed in this role, the Project & Communications Manager must have excellent time management and communication skills, as they'll collaborate with clients, press, artists, advisors and internal teams to deliver results on deadlines; and write PR and marketing materials.

The **Project & Communications Manager** will be responsible for two areas:

1) Managing all components of Motus projects: planning and implementing project production processes, including comprehensive action plans, lists of resources, timelines and budgets for Motus projects. They will also handle administrative duties, like maintaining project documentation, and handling financial queries.

And 2) Developing and implementing a communication strategy that advertises and educates a wide range of audiences about Motus Theater and, particularly, the *UndocuAmerica* project.

The position works in collaboration with Motus Theater's Producing Director, Artistic Director, and the board of directors, and is supervised and evaluated by the Producing Director.

1-year full-time (40hrs/week). However, if an outstanding candidate requires a part-time position, the Producing Director may negotiate a reduced scope of responsibilities. Compensation is commensurate with experience. Position's longevity will be revised at the end of contract period.

## **Specific Responsibilities:**

**Project management - successfully plans and implements the production of Motus Theater's projects making sure that they are completed within budget, due deadline, and meeting high quality standards:**

- Plan project implementation with Motus' Artistic and Producing Directors, creating lists of priorities and timelines in which project tasks are broken into doable actions.
- Break projects into doable actions and set timeframes.
- Help prepare budgets.
- Coordinate project activities, resources, equipment and manages venues, sponsors, artists, tech professionals, podcast and radio editors, and designers.
- Ensures that projects are delivered on-time, within scope and within budget.
- Monitor project progress and handle any issues that arise.
- Liaise with clients, collaborators, and Motus Directors to identify requirements, scope and objectives of projects.
- Outreach to potential collaborators in the tech, business, and educations industries, as well as in the sanctuary movement.
- Attends advisor meetings for projects.
- Act as the point of contact and communicate project status to all participants.
- Assign tasks to internal and external teams upon request and assist with schedule management.
- Oversee project logistics (including venues, meals, childcare, tech needs, and printed materials) and schedules, for workshops, rehearsals, and performances.
- Analyze risks and opportunities inherent to ongoing and new performances and project requests.
- Use tools to monitor working hours, plans, and expenditures.
- Issue and handles all appropriate legal paperwork (e.g. contracts and terms of agreement for performers, contractors, and venues).
- Issues payments for contractors and vendors.
- Manages or completes bookkeeping.
- Create and maintain comprehensive project documentation, plans and reports.
- Manages Motus volunteers and interns.

**Communications - shape, manage and drive the implementation of an effective outreach, press and communication campaign to educate and cultivate community support,**

**including:**

- Develop and implement cost-effective marketing and outreach strategies to communicate with a wide range of constituencies through printed and electronic media.
- Create, write, edit and produce press releases, e-newsletters, social media posts, and printed materials - including annual report (with a focus on communication relevant to our *UndocuAmerica* project).
- Communicate and collaborate with a range of people and organizations, including immigrant rights leaders, artists, business leaders and journalists to encourage their participation in and promotion of Motus Theater's programs in the community.
- Use data that reports on the impact of current immigration policy on undocumented and documented peoples to encourage audience members to get more involved in Motus Theater performances.
- Maintain organization's website, online publications, and social media.
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**Qualifications:**

- BSc or BA (required) or MA (a plus) in related field.
- Proven Experience in project management, from conception to delivery.
- Demonstrate excellence in organizational and managerial skills, including multitasking.
- Capacity to manage multiple projects simultaneously.
- Excellent written and verbal communications skills.
- Strong client-facing and teamwork skills
- Ability to manage timelines and project budgets effectively.
- Excellent computer skills, including proficient use of Word, Excel, PowerPoint, and Squarespace.
- Experience working with Nonprofit administration, including bookkeeping.
- Experience with website and newsletter production and message development.
- Hands-on experience with project management tools
- Ability to work well with diverse individuals and balance a variety of needs.
- Interest in and commitment to immigration rights, and socially engaged arts.

**HOW TO APPLY**

Please submit resume, cover letter, and references, as well as short answers to the following application questions, to [info@motustheater.org](mailto:info@motustheater.org) by May 15th, 2018.

**Application questions**

1. What is your experience working with diverse, multiracial, cross-class, or immigrant communities?
2. What experience do you have, if any, helping an organization grow its programs or fundraising activities to meet ambitious goals?
3. What experience do you have, if any, raising funds for arts, social justice, or immigration rights organizations?