

INTRODUCTION

Motus Theater reached a national audience in 2017 with our acclaimed performance of [law enforcement leaders reading autobiographical monologues of DACA recipients](#). In 2018 and 2019 we are moving forward even more strategically with the **UndocuAmerica** project.

UndocuAmerica is our most strategic project yet, addressing threats against the undocumented community with a focus on local impact and national reach. It builds on the collaborations and learnings from our previous achievements and brings together autobiographical monologues, radio/podcasts, documentary theater, and journalism to amplify the stories of undocumented immigrants in our community and across the country.

JOB DESCRIPTION: UndocuAmerica Project & Engagement Manager

The Motus **UndocuAmerica Project Manager** works closely with DACAmented leaders, project advisors and Motus staff to develop, organize, manage, and support all tasks related to the project including DACA Story performances/workshops, UndocuAmerica radio/podcast, Sanctuary performances.

- **Pertinent Interests:** *immigration rights, journalism, podcast, radio, theater, project management, development, and nonprofit administration.*
- **Pertinent Skills:** *Strong organizational skills, detail oriented, time management, high level communication skills, bilingual.*

Full-time position with part-time options depending on candidate skills. Compensation is commensurate with experience.

The Project & Engagement Manager will work under supervision of the Artistic and Producing Directors on three main components of the project and related tasks.

1. **DACA Monologues (Workshop and Performance Series):** Motus Theater will work with local and national DACAmented leaders to develop autobiographical monologue performances based on the challenges facing undocumented Americans. In addition to performances featuring undocumented storytellers, Motus will develop performative readings with allied law enforcement, education and business leaders. Writing and performance workshop August - Dec 2018. Public performances Jan 2019-Dec 2019.
2. **UndocuAmerica Radio and Podcast:** Motus Theater will collaborate with KGNU Community Radio to produce the *UndocuAmerica Radio* program, the first radio program in the U.S. of stories from the undocumented community. A five-minute, professional podcast will be produced from the radio program in a format made to encourage national media distribution. Radio project to premiere on KGNU Community Radio prime time starting January 2019. Pilot podcast created in summer of 2018 aimed at disrupting false association between criminality and documentation status.
3. **Sanctuary Performance series with Boulder Weekly:** Motus Theater and Boulder Weekly will collaborate on theatrical performances based on photojournalistic exploration of 36 of the undocumented people who are currently living in sanctuary in the United States. Boulder Weekly will publish approximately 12 feature articles on these immigrants and each publication will be followed by a Motus Theater performances created from the journalist's original research, interviews and photographs (performances will be live-streamed). Pilot performance scheduled fall of 2018. Monthly performance and printing series January-December 2019.

Project Aims Include:

- Dissemination of artfully produced human interest stories via theater, film, radio and podcasts about the undocumented community in our nation that focuses on the assets they bring to our country and the challenges they face;
- To use theater and performative readings to strengthen relationships between undocumented and allied leaders in business, education and law enforcement in Colorado ([see Motus Theater's law enforcement reading as an example:](#))
- To encourage the media to feature undocumented leaders in local and national media.

Job Tasks Include:

- Facilitate communication with: DACAmented local and national writers/performers, project advisors, sponsoring organizations.
- Support project content for radio/podcast and performances.
- Support engagement of community in project and immigration rights action.
- Promote project with funders, business, sponsors, media and audience.
- Support talent and collaborator recruitment (acapella singers, slam poets, actors, as well as immigration rights, law enforcement, sanctuary and allied leaders)
- Work with designers, marketing, communications, and development personnel.
- Support creation of advisory groups for podcast/radio, sanctuary, and performance project components.
- Coordinate logistics for workshop, radio/podcast and performance, and project meetings: Venue and studio rentals, meals, lodging, contracts, scheduling, purchasing, childcare, film crew, photographers, performers, box office, marketing.
- Coordinate calendar for workshop, performance, and project meeting calendar.
- Attend key collaborator meetings: Northern Colorado Dreamers United, Sanctuary Meetings, Colorado Immigrant Rights Coalition meetings, and other Immigration Rights meetings.
- Supervise volunteers.

Qualifications:

- BSc or BA (required)
- Capacity to manage multiple projects simultaneously.
- Excellent written, verbal, and emotional communications skills
- Strong client-facing and teamwork skills.
- Ability to develop and manage multiple project timelines effectively
- Ability to manage project budgets effectively
- Excellent computer skills, including proficient use of Word, Excel, and PowerPoint.
- Ability to work well with diverse individuals and balance a variety of needs.
- Interest in and commitment to immigration rights, and socially engaged arts.
- Desired but not required skills: social media platforms, Microsoft Office, Google Suite, website management, project management and donor management skills.

HOW TO APPLY

Please submit resume, cover letter, and references, as well as short answers to application questions (see below), to info@motustheater.org by **June 15th, 2018**. We hope to fill the position in June but we will keep this position open until it is filled.

Application questions:

1. What is your experience working with diverse, multiracial, cross-class, or immigrant communities? Why is working on an arts and media based immigrant rights project important to you?
2. What experience do you have, if any, in project management, radio/podcast, theater, communications, organizing?
3. What experience do you have related to social justice or immigration rights organizations?
4. What experience do you have, if any, in fundraising for non-profit organizations or projects?

ABOUT MOTUS THEATER

Our works

Motus Theater has been focused on using the power of stories to increase awareness, shift attitudes and inspire action on immigration since 2013. Some of our works include:

- [*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?*](#)
- [*One Action 2016: Arts + Immigration Project*](#)