

Long Wharf Theatre

Position: Artistic Assistant

Department: Artistic and Community Partnerships

Reports to: Artistic Associate, Literary (AAL) & Artistic Associate, Community (AAC)

Classification: Full-Time, Annual, Exempt

The Invitation:

Long Wharf Theatre is on an unprecedented journey where art and activism can live side by side. We are committed to building a boundary-breaking theatre with, for, and by the greater New Haven community. We are seeking an Artistic Assistant to support the day-to-day logistics and creative projects of the company.

The Overview:

The Artistic Assistant will play an integral role in the Artistic and Community Partnerships Department. This team member will work closely with the Artistic Associates, community partners and artists, and will be the main point of contact for Long Wharf Theatre's artistic ensemble. The Artistic Assistant will provide administrative support, with a particular emphasis on community and literary programs, including:

- Stage Squad
- New Haven Play Project
- Play Club
- Artistic Ensemble
- Post-show conversations
- Play on My Block
- New play development
- Artistic Caucus
- High school monologue program/competition

The Duties (including, but not limited to):

- Community outreach
- Ability to work independently, prioritize, and multitask
- Robust analysis around anti-racism and inclusion practices
- Strong verbal and/or written communication
- Collaborative spirit
- Proficiency in email and calendar management
- Attention to detail
- Proficiency in play analysis
- Strong organizational skills and the ability to work independently as well as in a team environment. Proactive and self-directed.
- Discretion, maturity, and composure, especially under pressure
- High standards and a strong sense of responsibility
- Must exercise good judgement and show initiative

Work environment and culture:

The leadership at LWT cares deeply about staff culture and development. Members of the LWT staff are encouraged to engage in courageous conversations within departments and interdepartmentally. There is a belief within the organization that great art comes from great relationships. LWT supports and cares for team members as a reflection of the quality of artistic exploration on our stages.

Living in New Haven:

The New Haven area is on the unceded lands of the Quinnipiac, Paugussett, and Wappinger tribes.

A thriving city located in the heart of Connecticut, New Haven is a bustling area of nearly 130,000 and is consistently ranked as one of the best places to live in the U.S. The city is home to many firsts, including the hamburger, and known for its educational institutions which include Yale University, Quinnipiac University, Wesleyan University, the University of New Haven, and many others which exist in the region. Out of all the cities in America, New Haven is considered to be most reflective of the demographics of the United States.

In addition to the city of New Haven, New Haven County comprises 26 smaller cities and towns bringing the total county population to approximately 850,000 people. Located primarily along the coast of the Long Island Sound, there is an abundance of choice in place of living whether one's preference is urban or shoreline or rural. Rich in cultural activities and diverse culinary pleasures, New Haven offers an expansive metropolitan experience within an intimate and closely-connected community.

The Experience Needed:

- Experience working in non-profit theatre
- Proficiency in database management and Microsoft Office

The Salary:

The annual salary is \$42,500 plus benefits (including health, dental, life insurance and PTO).

Application:

To apply, please submit the following to human.resources@longwharf.org:

- Resume
- Answers to the following questions in 5 sentences or less:
 - o How would you describe your artistry and the way it intersects with your values?
 - o What are some of your professional goals and how to you see this position as pathways for them?
 - o What attracts you most to this position?