BACKGROUND
Founded in 1976 by award-winning director Lou Bellamy, Penumbra is a nationally recognized organization housing Minnesota’s only Black professional theatre company. Penumbra has earned tremendous accolades, producing nearly 200 plays, over 30 premieres, and has cultivated generations of artists of color. Through our powerful art, we open hearts, rehearse strategies for change, and dispel dehumanizing narratives of people of color.

Today, Penumbra is evolving into its next life cycle: a performing arts campus and center for racial healing that nurtures Black artists, advances equity, and facilitates wellness for individuals and community. Our space will center the Black experience, learn from and support people of color who are not Black, and welcome white individuals interested in building resiliency and competency for racial equity and racial healing work. The Penumbra Center for Racial Healing will stand in solidarity with and support indigenous communities upon whose land the work is located.

GENERAL OVERVIEW
At Penumbra, racial healing sits at the confluence of three rivers: art, equity, and wellness. In addition to producing powerful art, our celebrated Black theatre company has been operating equity programs for nearly two decades, training individuals and communities locally and nationally.

Penumbra is seeking a flexible, ambitious, detail-oriented, creative Program Coordinator who has multi-faceted experience related to producing theatre. The Program Coordinator will help to ensure production teams and performers receive the support necessary to bring artistic visions to fruition. The Program Coordinator supports Penumbra’s administrative team in the planning and implementation of Penumbra’s theatrical productions, workshops, and other events taking place on Penumbra’s stage.

The Program Coordinator is reliable, supportive, compassionate, and ensemble centered. They are focused as much on the integrity of the process as the excellence of the product. They are responsible for supporting the people who power Penumbra’s programs including the program directors, employees, contractors, and consultants.

This is a full-time, non-exempt, salaried position reporting to the Arts Director.
PEDAGOGY
Programs must be guided by pedagogy that centers Black American and Black diasporic experiences, is antiracist, healing focused, trauma-aware, culturally responsive, relevant, supportive of LGBTQIA+ people and communities, and anti-ableist. Programs may serve clients ranging from youth to adults.

RESPONSIBILITIES OF THE ROLE
The responsibilities of the coordinator include:

The Program Coordinator will support the Arts Director and Associate Director of Production to ensure that production goals and deadlines are met. Responsibilities include:

- Administrative
  - Schedule both in person and virtual meetings for department
  - Field all rental inquires
  - Coordinate all department travel and accommodations
  - Expense tracking for design and production costs

- Production
  - Facilitate the scheduling, accommodations, arrival, and departure of out-of-town guests
  - Post, schedule, and facilitate casting calls and auditions
  - Reserve and prepare rehearsal spaces
  - Maintain Basecamp for production
  - Support non-mainstage production work
  - Establish and maintain an agent and artist database, including press packets, photos, fees, recordings, copy, and graphics.
  - Coordinate details of events and artists’ participation in performances, residencies, donor engagement activities, and other initiatives.
  - Communicate directly with artists and their representatives to ensure that the needs of both artists and Penumbra are met in a timely manner and in accordance with any governing contract as needed
  - Collect and disseminate information regarding programming, performance schedules, technical requirements, etc. to staff.
  - Coordinate residency program relationships, special partnerships, and other special programming initiatives
  - Coordinate all artist hospitality and meet and greets
VITAL ATTRIBUTES
The Program Coordinator must be able and willing to support the following:

- Support the cultivation of an inclusive, equitable, and liberatory environment.
- Recognize how her/their/his identity impacts her/their/his work.
- Commit to supporting teams with humility, compassion, rigor, integrity, and discretion.
- Communicate authentically and transparently.
- Provide diligent and timely administration on all aspects related to program management.
- Collaborate with colleagues and partners; nurture teams report and support the Arts Director and Associate Director of Production
- Be institutionally minded; preserve the legacy and advance the vitality of Penumbra.

How to Apply
The Program Coordinator is a year-round, full-time, non-exempt position. Penumbra Theatre Company is an Equal Opportunity Employer that values a diverse and inclusive environment. All applicants are welcome.

Please send your cover letter, resume, and three professional references. Include “Program Coordinator” in subject line and email to chris.berry@penumbratheatre.org

Applications will be reviewed immediately, and interviews will be conducted on a rolling basis until the position is filled. No phone calls, please.

Job Details
Salary Range: $40-$49.9k | Benefits: Yes | Position Type: Full time | Job Category: Arts