FEATURES CURATOR

Theatre Bay Area is currently in a process of restructuring our organization and operations, as we search for new executive leadership. We seek a creative individual to join us in this exciting and transformational process and oversee our long-running news and features program.

The ideal candidate is an active member of the Bay Area theatre community who stays up-to-date on the news and issues that are going on within the community, paying attention to practitioners and conversations worth highlighting in TBA’s coverage.

MAJOR AREAS OF RESPONSIBILITY

Report to the Executive Director and Marketing and Communications Officer on editorial planning and managing of content creators for TBA’s bi-monthly newsletter the TBA Insider. The Features Curator is responsible for the creation of at least two (2) articles per Insider. The Insider is scheduled to be sent the second and fourth Wednesdays of each month.

Manage Content Creation Process
● Recruit and maintain a pool of content creators
  ○ Build a diverse group of writers
  ○ Uphold TBA’s values and community agreements in the content produced
● Give assignments to writers and set deadlines for delivery of content
● Edit and format content using TBA’s style guide
  ○ Work with TBA staff to keep TBA style guide updated
● Deliver formatted and edited pieces to TBA staff for final review

Collaborate With TBA Staff
● Schedule monthly editorial meetings with TBA staff to fill content calendar
● Work with TBA staff to keep TBA style guide updated
● Submit payments for content creators for processing
● Collaborate with TBA staff to budget for paying content creators’ fees
  ○ Work with TBA staff to keep fees equitable and adjust as necessary

Qualifications
● Knowledge of Bay Area performing arts community with high interest in theatre. Passion for keeping the community informed.
● Project management and time-management skills.
● Superior written communication skills across all areas of marketing with strong editing and proofreading skills.
● Experience with using web browser-based collaborative tools like Google Drive and Sharepoint

Other Desirable Skills/Experience
● Some experience with using HTML in web page design is a plus.
**Compensation**
The salary range is $600 to $750/month.

**Application Process**
Please submit cover letter and resume to:
Sunshine Lampitoc Smith, Marketing & Communications Officer, Theatre Bay Area
sunshine@theatrebayarea.org.
Applications open until the position is filled

**About Theatre Bay Area**
Theatre Bay Area, one of the largest and most respected regional performing arts service organizations in the nation, seeks a passionate, ambitious professional to join its leadership team as Development Director. Founded in 1976, Theatre Bay Area (TBA) is known for its innovative programs and services and counts as its members nearly 300 theatre companies and some 2,000 individual artists across the region. Theatre Bay Area's mission is to unite, strengthen, promote and advance the Bay Area theatre community working from its conviction that theatre and all the arts are an essential public good, critical to a truly prosperous and democratic society, and invaluable as a source of personal enrichment and growth. At Theatre Bay Area we assert the particular power of theatre to inspire empathy and understanding, enrich individual lives, and create community.

**Theatre Bay Area's Values**
Theatre Bay Area is committed to embodying and advancing the values of community, impact, inclusion, service, and sustainability.

**Theatre Bay Area's Commitment to Equity, Diversity, and Inclusion**
Theatre Bay Area has a collegial, inclusive work environment and actively embraces a diversity of people, ideas, talents, and experiences. Theatre Bay Area is committed to advancing equity, diversity and inclusion within the organization and the larger theatre community we serve. We highly encourage people of color, transgender and gender-nonconforming persons, individuals with disabilities, and persons from other historically marginalized groups in our community to apply. Theatre Bay Area is an Equal Opportunity Employer. We do not discriminate on the basis of race, color, creed, religion, national or ethnic origin, sex, sexual orientation, gender identity or expression, age, disability or veteran status.