

Director of Equity, Diversity & Inclusion

Status: Full Time / Regular / Exempt

Reports to: Managing Director

Salary: \$75,000 + benefits

THE POSITION

This is a new position, reflecting the commitment of our Board and staff to place anti-racism and inclusion at the center of our work. In addition, we expect the individual selected for this position to be instrumental in helping us realize our vision of becoming a regional hub for theater, art, ideas, and fellowship, with communities extending beyond Westport to Southwestern Connecticut.

The Director of Equity, Diversity and Inclusion (EDI) will work with all departments within the theater and will report directly to the Managing Director. In addition, the individual selected for this position will be expected to provide strategic and day-to-day operational leadership of all EDI policies, programs, training, and practices for the organization.

ESSENTIAL FUNCTIONS

Internal

- Provide leadership, coordination, consultation, assistance, strategic oversight, and direction regarding all EDI matters.
- Work with the Managing Director and Artistic Director to create a template for EDI strategy/plan development at the senior management (i.e., director) level. All plans are to be integrated into the overall Playhouse EDI strategic plan.
- Work with the Artistic Director and artistic staff to address barriers to diversity in art form.
- Conduct a needs assessment and evaluation of EDI initiatives and activities throughout the organization, including the Board.
- Report to and consult with the Board on a quarterly basis on progress related to EDI initiatives and prepare an annual report on short- and long-term goal accomplishments.
- Cultivate and promote inclusive learning and work environments that encourage and support EDI initiatives. With the Education and EDI teams and the EDI consultant (as needed), create professional development opportunities and intentional EDI programs and initiatives for staff, Board, and Theater Council.

External

- Support the Development Team in identifying and cultivating new sources of funding in our region related to relevant EDI initiatives.
- In coordination with the Marketing Team, Theater Council, and appropriate Directorates, lead the establishment, growth, and retention of relationships with Black, Indigenous, (and) People-of-Color (BIPOC) communities and networks to develop a more diverse audience.
- In partnership with the Managing Director, develop strategies and opportunities to recruit and retain a diverse workforce. Recommend policy, procedure, and structural improvements that remove barriers to staff, interns, and artists' success.

KNOWLEDGE, SKILLS, AND ABILITIES

- Experience in EDI or social justice with a concentration in community relations.
- Communication, leadership, and team building skills.
- Ability to manage relationships throughout the organization, in addition to coordinating time and resources according to shifting priorities.
- Experience in and sensitivity to the theater environment, organizational structure, and dynamics of an arts' organization.

Key opportunities

- Working with a small, friendly staff to realize our vision.
- Opportunity to make a measurable difference in enhancing the EDI agenda.
- Ability to help develop the scope and priorities of this new position.
- Networking and other opportunities to create collegial relationships with other EDI and community leaders.
- Up to \$75,000 annual salary plus benefits and ongoing professional development.

SPECIAL COVID FACTORS

- All Westport Country Playhouse employees are required to have received both doses of the COVID-19 Vaccine (or one dose of Johnson & Johnson) plus the booster.
- Currently, all staff are required to work in the office at least 2 days per week, and we are planning to require staff to be in the office 4 to 5 days per week in the coming months.

ABOUT WESTPORT COUNTRY PLAYHOUSE

Westport Country Playhouse sits on Paugussett land.

The Playhouse is a non-profit organization that produces theater from playwrights, actors, directors, and designers of all backgrounds, while entertaining audiences and exploring human and societal issues along the way.

We at Westport Country Playhouse have begun the process of creating an antiracist environment with our staff, artists, community leaders, and board members. We are having ongoing discussions around equity, diversity, and inclusion (EDI) as well as relevant trainings in antiracist practice, bystander intervention, and social justice. All Playhouse staff must be committed to learning about EDI work and engaging with the Playhouse in this mission.

YOU SHOULD APPLY

The Playhouse is committed to creating a diverse and inclusive environment and is proud to be an equal opportunity employer. Applicants from populations underrepresented in the theater field are strongly encouraged to apply. All qualified applications will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, familial status, sexual orientation, national origin, ability, age, or veteran status.

A relocation stipend may be available, to be discussed upon job offer.

For more information about the Playhouse and other job opportunities, visit westportplayhouse.org.

How to Apply

- Send cover letter and resume to resume@westportplayhouse.org with subject line:
Director of Equity, Diversity & Inclusion
- Or mail to:
Director of EDI Search
Westport Country Playhouse
25 Powers Court
Westport, CT 06880
- No phone calls or drop-in visits, please.
- **Application deadline:** Friday, May 6, 2022. All applications will be held and reviewed following the deadline.