

Position: Bay Area Theatre Week Community Engagement Coordinator

Status: Part-time, Temporary (starts immediately, ends early October 2026)

Pay: \$35/hour

Schedule: 7.5 hours per week for approx. 28 weeks

Reports to: Membership & Community Engagement Officer

About the Position

We are looking for an organized, self-motivated theatre lover to help with outreach and engagement for Bay Area Theatre Week 2026. The Community Engagement Coordinator will research companies, organizations, and community groups whose constituents are potential theatregoers and then do outreach to engage those constituents in Bay Area Theatre Week. This position is a key part of Theatre Bay Area’s plan to engage new theatregoing audiences, during Bay Area Theatre Week and beyond!

About TBA’s Bay Area Theatre Week

A 10-day celebration of theatre! Bay Area Theatre Week is a multi-faceted celebration of the San Francisco Bay Area theatre community. In 2025, the 10-day festival featured over 40 events from 37 different companies showcasing the vibrance of the performing arts in our region. This year, we are hoping to grow the event to include more venues, more events, and a broader outreach to more audiences.

What you’ll be doing:

- Researching contacts at Bay Area companies, organizations, and community groups
- Sending information about Bay Area Theatre Week to those contacts
- Setting up meetings with Employee Resource Groups, Employee Affinity Groups, another similar groups for TBA to come talk about Bay Area Theatre Week
- Maintaining records of all outreach activities
- Acting as a proactive, optimistic ambassador for TBA in the community

Qualities You Possess:

- Comfortable with cold outreach, both over email and phone
- Excellent at managing your own schedule and priorities
- Enthusiastic about Bay Area theatre and live performance
- A self-identified “People Person”
- Experienced in sales, development, or Box Office

- Able to work in person within TBA's service area

Application instructions:

To apply, please submit a current resume and cover letter addressing your skills and enthusiasm for the role. Please email these documents as PDF attachments to Meghan@theatrebayarea.org. We will begin to review application materials on a rolling basis through March 30, 2026, so please submit as soon as possible!

About Theatre Bay Area

Founded in 1976, Theatre Bay Area (TBA) is known for its innovative programs and services and counts as its members over 200 theatre companies and some 3,500 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, class, education level, former incarceration, or veteran status.