



Research Fellow

Job Description & Posting

Dates of Engagement: mid-March to mid-July 2024

Type: Part-time, temporary

Fee/Payment: \$2,000 per month for 5 months (March-July 2024), approx. 25-30 hours per month

Job Description

Throughout 2024, Theatre Bay Area (TBA) will be conducting research to assess the needs of our members and the communities we serve for a suite of projects related to shared administrative services, shared staffing, and creating administrative efficiency that will allow theaters in the Bay Area to thrive and flourish in the long term. This research, and eventually the pilot phase for this project, is supported by generous funding from the Kenneth Rainin Foundation and the Zellerbach Family Foundation.

To support this process, TBA seeks a Research Fellow who will work closely with key TBA staff to support the design and implementation of research questions, surveys, interviews, and focus group protocols. Work will include weekly Zoom check-ins with the TBA Executive Director; protocol design; online survey programming and deployment; scheduling, conducting, and transcribing interviews and focus groups; and participant recruitment. The Research Fellow will also help to collect external research and documentation on the subject, including white papers, journalism, and other sources. Once this data collection process has wrapped up, the Fellow will assist TBA's staff in producing a draft of a research report in summer 2024.

TBA leadership has combined expertise in survey design, focus group protocol design and facilitation, research, planning, program design, and consulting. TBA seeks someone who is passionate about the performing arts (specifically theatre) and experienced in qualitative and quantitative research (surveys, interviews, focus groups). They should be highly capable in self-management and self-directed work, skilled with administrative tools and basic computer programs, responsible, curious, and trustworthy.



Preferred skills:

- Research project design and execution
- Project management
- Focus group facilitation
- Interviewing
- Survey design
- Transcription
- Qualitative data coding
- Data analysis
- Research report writing
- Software proficiencies:
 - MS Office Suite
 - Slack
 - Zoom
 - Online survey tools (e.g., Alchemer, SurveyMonkey, etc.)
 - SPSS (optional)

Role will report directly to TBA's Executive Director, Sean Fenton.

Application instructions:

To apply, please submit a current resume and cover letter that addresses your experience in research, as well as a recent writing sample of an analytic or research project.

Please email these documents as PDF attachments to jobs@theatrebayarea.org. We will begin to review application materials February 20, 2024 and we will begin to interview in early March 2024. The position will be open until filled.

About Theatre Bay Area

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, class, education level, former incarceration, or veteran status.