



The Community Engagement Manager supports the Performing Arts Center Authority (PACA) with community engagement initiatives that provide unique and diverse experiences that reflect our community including sensory friendly programming, Arts Access programs, pre and post-show audience engagement activities and multi-cultural initiatives.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Conduct research, plan and execute Community Engagement programs that are aligned with organizational goals; manage event logistics.
- Initiate marketing plans to build and retain audiences for community engagement events.
- Develop and leverage partnerships with community, cultural organizations and key community stake holders to create sustainable collaborations that deliver meaningful impact.
- Administer community ticket donation process, tracking available seats, all donation requests, and value of all contributed tickets and services.
- Develop performance measures for successful community engagement activities.
- Analyze and understand PACA-wide relationships with local government, industry, cultural, civic and community groups to advance PACA business objectives.
- Develop content through PowerPoints, social media, photo and video galleries, guest speakers, etc. to increase awareness of community engagement and accessibility offerings at PACA venues.
- Explore new opportunities for PACA related to sensory-friendly programming, arts and health/arts and well-being and ElderArts programs, pre- and post-show engagement activities.
- Collect and report data, research, analysis and supporting documentation for grants and other communications related to community engagement and education programs.
- Represent PACA at business, civic, non-profit and cultural associations and events.
- Provide administrative support to External Affairs team including budget tracking, invoice coding, scheduling, contract administration with outside vendors, database management, etc.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Strong people skills; can build trust with internal and external customers.
- Plan and coordinate projects of varying complexity in an efficient and professional manner.
- Communicate effectively both orally and in writing; interest in public speaking, creating presentations and copywriting.
- Organize, motivate and collaborate with co-workers, specialized personnel, volunteers, artists etc.
- Culturally sensitive, customer-focused, and enthusiastic.
- Interest in and awareness of programs for special needs populations preferred.
- Analyze and report on tasks, programs and events effectively and efficiently.
- Proficient in Microsoft products particularly Word, Excel, PowerPoint and Outlook.
- Able to multitask, set priorities and adapt to changes in a fast-paced environment.
- Able to work a flexible schedule, including nights, weekends, and holidays as needed.

REQUIRED EDUCATION AND EXPERIENCE

- BA in Communications, Public Affairs, Arts Administration or any equivalent combination of training and experience.
- 3 or more years of experience in Event Management, Public Affairs, Communications or Community Engagement/Community Relations.

Interested candidates should submit resumes to communityengagesearch@browardcenter.org.