



OBSIDIAN THEATRE FESTIVAL

DESCRIPTION:

The Obsidian Theatre Festival produced by GhostLight Productions, INC. is seeking an Arts Education Coordinator to join its team.

ABOUT:

The Obsidian Theatre Festival (OTF) is a new and invigorating celebration of Black Stories featuring the work of prolific emerging Black voices, illuminating the rich diversity of experiences relevant to the African diaspora in America.

Our team seeks to normalize the panoply of Black American culture through an inclusive, color conscious lens. We are dedicated to the exploration of universal themes, and acknowledgment of the ways in which intersecting identities shape the world in which we live.

Returning for our second seasons, we believe ART is most impactful when artists bring the fullness of their identities and experiences to their work; and we actively encourage creativity in thought, storytelling and casting by asking the following:

- How do stories shift if the established ideas of a character's gender identity, ethnicity, disability, skin color, height, weight, and/or sexual orientation are challenged?
- What layers of meaning and depth, if any, are brought to the surface in this exploration?
- How does an imaginative, out of the box creative process push back against, or reinforce existing social structures?

The Obsidian Theatre Festival accepts applicants of every identity, and does not discriminate on the basis of identity, including but not limited to: race, creed, color, gender, gender identity, gender expression, age, ethnicity, national origin, immigration status, sexual orientation, religion, HIV serostatus, disability, height, weight, veteran status, marital status, or economic class.

For more information about The Obsidian Theatre Festival please visit www.obsidianfest.org

LOCATION: Detroit, MI

Executive Producers

David Carroll
John Sloan, III

Producing Artistic Director

John Sloan, III

Managing Director

Joshua Cashman

Associate Artistic Director

Alexis Sims

Creative Producer

Garlia Cornelia Jones

Production Manager

Yemisi Odetoynbo

Arts Education Manager

Sarae Daniels

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**BLACK STORIES
NEW STAGE**

www.obsidianfest.org



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POSITION SUMMARY:

The Arts Education Coordinator works collaboratively across multiple departments to create a positive, efficient and effective environment for the Obsidian Theatre Festival's executive staff.

This position works primarily in conjunction with our Arts Education Manager to oversee the administrative and communication needs of our Education Department. This position will work closely with our education component (GhostLight Initiative) to ensure all vendors/partners/applicants/artists are supported and communicated within a timely manner.

This position will work closely with the OTF to perform other administrative duties. Our ideal candidate will exemplify our values of building an ideal workspace for all artists, crew, administrators and locals. We are looking for an enthusiastic candidate who demonstrates outstanding communication and organizational skills. Attention to detail is a must.

RESPONSIBILITIES:

- Assist in the execution of our educational outreach division with a primary focus on;
 - Academic - performing arts technique.
 - Historical - trajectory of arts evolution primarily pertaining to the African diaspora.
 - Political - Contextualization of artistic curation within the framework of societal impact and activism.
- Coordinate with the Arts Education Manager with the presentation of curriculum to and in collaboration with;
 - Arts Organizations.
 - Public and Private Schools.
 - Theatre Enthusiast of all ages.
- Maintain relationships with new and existing educational partners.
- Supporting the Arts Education Manager in serving as point of contact and providing up to date communication.
 - Coordinating with participants, before, during and after to provide excellent customer service.
 - Garnering feedback for program advancement.
 - Efficiently archive and manage communications with partners and participants.

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- Organizing and maintaining a database for our GhostLight Initiative and other educational programs.
- Any and all other services relative to these productions as defined by the Arts Education Manager.
- Perform other duties as assigned by the Obsidian Theatre Festival Executive Staff such as:
 - Maintaining meeting notes
 - Organize and manage calendar updates
 - Manage digital document filings

QUALIFICATIONS:

- Desire to work or previous experience in the entertainment or theatrical industry
- Familiarity and/or working knowledge of Non-Profit or Commercial or Regional or Touring Theatrical productions
- Strong organizational and administrative skills, including experience developing/executing contracts, correspondence, and other documents.
- Outstanding judgment and ability to prioritize varying tasks.
- Experience maintaining relationships with vendors/partners.
- Skilled in communicating clearly, with tact and discretion, as well as maintaining confidentiality.
- Ability to multitask.
- Excellent written and verbal communication skills.
- High level of computer proficiency with knowledge of Google Suite.
- Previous experiences with the following are a plus;
 - Click Up or similar program
 - Education community
 - COVID-19 Safety standards

SCHEDULE:

The Obsidian Theatre Festival will begin with educational content beginning in spring of 2022 prior to live performances from June 23rd-26th in Detroit, MI and culminating in live stream virtual productions. Immediate start date through August 1st, 2022 with flexible work from home prior to production weeks. Estimated workload averages 10-15 hours per week.

COMPENSATION: Stipend - \$3,000

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APPLICATION INFORMATION:

To apply, please email a cover letter, resume to joshua@ghostlightinc.com.
Please put in the Subject line: Arts Admin Coordinator

We are seeking to fill this position immediately.

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