

CONTENT & ENGAGEMENT FELLOW

Signature Theatre, one of New York's leading Off-Broadway theatres, is seeking a Content & Engagement Fellow for the 2022-2023 season. The Content & Engagement Fellow is a part-time, seasonal member of Signature's marketing team. Working closely with Signature staff, the fellow will provide creative content, strategic thinking and logistical support for marketing initiatives. The fellow will work directly with all members of Signature's marketing team and with members of the artistic team, as well as with Signature artists. The fellow will report to a member of the marketing team to be identified and will have regular secondary reporting to the Director of Marketing, Communications & Engagement.

Applications will be accepted through Friday, June 17th. This position will begin on September 6th, 2022 and end June 30th, 2023.

About Signature

Founded in 1991, Signature Theatre celebrates playwrights and gives them an artistic home through playwriting residencies, producing six to eight productions by resident playwrights annually. In 2005, Signature began its groundbreaking Signature Ticket Initiative, providing affordable tickets to all of its productions. In 2012, Signature opened the Pershing Square Signature Center, the Frank Gehry-designed 75,000 square foot Center featuring three theatres, two rehearsal studios, a central, public lobby with a café and bookstore, as well as administrative offices.

Applicants from populations underrepresented in the theatre field and aligning with Signature Theatre's artistic mission and institutional-priorities focused on playwrights, community and access are strongly encouraged to apply.

Signature is committed to [Equity, Diversity, Inclusion and Access](#) and welcomes candidates who have demonstrable experience advocating for underrepresented communities.

All employees of Signature Theatre have a responsibility to be active in the institution's continued commitment to its Equity, Diversity, Inclusion, and Accessibility values and goals. Please read our commitment to creating a theatre focused on EDIA at signaturetheatre.org.

Responsibilities

Content Responsibilities

- Work with Signature's Content Producer and Content Strategist to learn about and participate in the creation of dynamic, multimedia content and copy for institutional and production marketing media. These include but are not limited to lobby engagement content, video and photo coverage of each production, email marketing, social media marketing, website development and maintenance, and other content

- Assist in social media management and engagement
- Assist Signature's marketing team as they roll out an institution-wide rebrand and website redesign
- Help manage, organize and archive digital assets
- Assist in day-to-day marketing team tasks

Engagement Responsibilities

- Work with the Communications & Engagement Manager to support social media and email outreach efforts for production community nights, SigSpace, and other programming
- Help launch and maintain the Signature Bookstore as a self-service library of our resident writers' body of work
- Assist in capture and asset creation/archiving for engagement opportunities including, but not limited to, community nights for each production and SigSpace

Desired Skills and Experience

We are looking for someone who possesses:

- An interest in learning and/or past experience in content creation. We encourage candidates to link to their creative work on their resume if they have a portfolio, but applicants without a portfolio are still strongly encouraged to apply
 - Experience with graphic design, photography or videography a plus
- Enthusiasm for theatre and interest in a creative arts career with a focus on content creation and community engagement
- A passion for working with and supporting artists
- Excellent written and verbal communication skills with an emphasis on team collaboration
- Excellent organizational and time management skills with the ability to oversee and negotiate multiple simultaneous projects

Compensation and Additional Resources

- \$18/hr for up to 30 hours of work a week. Exact hours and schedule will be worked out between the department and fellow upon hiring. Please note that Signature's office hours are 10am-6pm and this fellowship will include some occasional evening hours.
- Additional benefits include:
 - A \$500 play-going fund to use for theatre tickets
 - A monthly unlimited MetroCard, provided by Signature
- Mentorship opportunities including but not limited to:
 - A fellowship-long mentor within Signature chosen by the fellow to shadow and meet with regularly
 - Opportunities for cross-departmental shadowing and meeting swaps

- Regular professional development lunch-and-learns with Signature staff and artists
- Goal setting workshops and check-ins
- Access to industry conferences, roundtables and networking events, including opportunities to connect with other fellowship cohorts

Before Applying

- Familiarize yourself with Signature’s artists, programming, staff, and mission, available on our website
- Think through artists and works that excite you – ones you have seen, heard, and/or read
- Think through your personal strengths and areas where you are looking to grow your knowledge further through an opportunity like this fellowship

Application Instructions

Please apply through Signature’s jobs portal, linked [here](#). You will be prompted to upload a resume and answer the following questions (250 words per question):

Questions:

- 1) Why are you interested in working at Signature in the Marketing Department? What skills and experiences will you bring to this role? What skills and experiences are you hoping to gain upon completing the fellowship?
- 2) Please share details of a challenging moment you have had during a moment of collaboration. How did you handle the challenge, and what did you learn from the experience?
- 3) What was an experience that shaped your views about theatre and has inspired your interest in working in the arts?

Signature’s fellowship program requires no previous work or educational experience for participation. Fellowship selection will be based on demonstrable interest and commitment to a career in the arts with an ability to articulate how a fellowship at Signature will help the fellow learn and grow into the future leader they would like to become.

Resumes should focus on meaningful experiences and outline responsibilities and achievements. They can include professional, academic and/or personal pursuits. Resumes should not exceed one page.

All qualified applicants will receive consideration for employment without regard to race, color, creed, ancestry, national origin, citizenship, religion, gender, sex, sexual orientation, affectional preference, gender identity or expression, sexual and reproductive health decisions, pregnancy, disability, genetic predisposition, age, military, or veteran status, marital or familial status, or any other protected characteristic, in accordance with applicable federal, state, and local laws.

No phone calls, please. For more information about Signature, please visit www.signaturetheatre.org.