



omahacommunityplayhouse

Job Title: Director of Inclusion
Department: Inclusion
Reports to: Executive Director
Exempt Salaried

Scope of Responsibilities

The Director of Inclusion works with Omaha Community Playhouse (OCP) leadership in carrying out OCP's goals regarding diversity, inclusion, equity, accessibility and belonging. This position reports directly to the Executive Director.

Inclusion Responsibilities

- Develop and implement program policies, procedures and services regarding diversity, equity, inclusion and accessibility efforts.
- Coordinate sensory friendly productions, ASL performances, shadow interpreted performances and audio description.
- Mentor, support, recruit, and help retain staff and artists of diverse backgrounds.
- Create, maintain and update a Diversity, Equity, Inclusion and Accessibility strategic plan with OCP staff and board.
- Act as the staff liaison for the Diversity, Equity, Inclusion and Accessibility board committee.
- Partner with Human Resources to create and implement recruiting strategies to attract, identify, and develop high-potential applicants and employees from diverse backgrounds.
- Interact with and influence all levels of leadership ensuring comprehension and responsibility of diversity and inclusion initiatives.
- Develop and assess training that encourages a more diverse, inclusive, and integrative organization.
- Create an organizational guide with standardized language for board, staff and others to use in relation to diversity, equity, inclusion and accessibility.
- Conduct tours of OCP facilities for civic groups.
- Conduct survey research and focus groups within the community about DEIA impact.
- Serve as a Playhouse representative for monthly meetings to outreach or accessibility organizations in the Omaha area as needed.
- Work with community organizations to create and maintain meaningful partnerships.
- Assist in planning events with community partners.
- Work with OCP staff members to educate Omaha community about season productions, special events, and educational initiatives.
- Develop metrics for measuring the effectiveness of diversity initiatives and prepare reports to stakeholders.
- Address challenges and barriers marginalized community members face when interacting with OCP and make recommendations to build a more inclusive community.

- Develop ways to educate staff, board, artists, and volunteers on what it means to be more welcoming and inclusive and how it connects to their work.
- Other duties as assigned.

Administrative Responsibilities

- Give curtain speeches, along with other staff.
- Prepare and implement annual Community Engagement and DEIA budgets.
- Generate and maintain all department paperwork including PAs/check requests, credit card authorizations, payment requests, refunds, invoices, online registrations, contracts, background checks, and all other human resources paperwork.
- Attend department head meetings, staff meetings, board DEIA committee meetings, play reading and board meetings.
- Collaborate with development department on the research, completion and evaluation of all grants/funding opportunities.
- Be informed about and connected to research and best practice in the area of DEI
- Other duties as assigned.

Minimum Qualifications:

- Skillful in relationship building and creating human connections
- Experience providing culturally competent and inclusive support services for individuals from various underrepresented communities.
- Demonstrated commitment to Diversity, Equity and Inclusion.
- Understanding and sensitivity to the potential stigma of being a person with a disability.
- Knowledge of the ways intersecting systems of oppression challenge and impact individuals from various underrepresented and marginalized populations.
- Ability to exercise good judgment and manage sensitive information.
- A Bachelor's degree or three years of field related experience.
- Proficient skills in Microsoft Word, Excel, PowerPoint, Outlook and internet use.
- Exceptional skills in written and oral communication, editing, time management, detail orientation, and problem solving.
- Reliable and professional workplace conduct.
- Ability to work independently and as part of a team.
- Ability to work some evenings and weekends.

Desired Qualifications

- Written and verbal fluency in Spanish and English.
- Must be able to work well in a culturally diverse agency, with regard to both customers and employees.

Salary Range:

\$48,000 to \$65,000