



Volunteer Equity, Diversity, and Inclusion Director

Overview

The Volunteer Equity, Diversity, and Inclusion Director at Children's Theatre of Elgin will play a key role in fostering a more inclusive and equitable environment within the organization. This individual will be a voting member of the Executive Board and collaborate to enhance hiring practices, casting processes, and ensure the development of shows that are accessible and appealing to diverse audiences.

KEY RESPONSIBILITIES:

1. Equity, Diversity, and Inclusion Initiatives (50%)

- Lead and facilitate efforts to cultivate an inclusive culture within the children's theatre company.
- Collaborate with The Board to develop and implement key initiatives that align with the organization's mission and values.
- Convene and lead the EDI committee, coordinating initiatives and action plans.
- Serve as a consultant to ensure equitable practices in hiring, casting, and show development.
- Collaborate with departments to develop policies that create a welcoming environment for marginalized communities.

2. Facilitating DEI Training and Learning Opportunities (20%)

- Develop and implement training programs to educate staff on culturally relevant practices.
- Coordinate with academic programs to ensure accessibility in educational offerings.
- Identify external partners for additional learning opportunities and events.
- Evaluate and modify training programs based on participant feedback and outcomes.



3. Evaluation, Analysis, and Reporting of DEI Efforts (20%)

- Work with relevant teams to track and monitor equity and inclusion initiatives.
- Analyze and report on demographic data related to audiences, staff, and performers.
- Contribute to written reports outlining the organization's DEI efforts and progress.
- Collaborate on the review and revision of policies to ensure inclusivity.

4. Managing Department Budget and Operations (10%)

- Stay informed about best practices, initiatives, and changes in DEI legislation.
- Develop, implement, and monitor the DEI departmental plans.
- Communicate and work closely with The Managing Director to ensure smooth operations and accurate budgets.

QUALIFICATIONS:

Experience & Training:

- Professional Experience coordinating EDI advocacy initiatives
- Familiarity with the performing arts or children's entertainment industry is a plus.

Skills & Abilities:

- Understanding of best practices in advancing equity, diversity, and inclusion.
- Ability to develop collaborative and trusting relationships with diverse individuals.
- Strong conflict resolution skills.
- Excellent written and verbal communication skills.
- Ability to work independently and manage tasks with minimal supervision.

Core Values:

- Commitment to promoting inclusiveness and diversity.
- Demonstrate professionalism, curiosity, and a student-focused mindset.

Interested Candidates should send a resume and cover letter to stephanie.uzomba@cteelgin.com