

OBSIDIAN THEATRE FESTIVAL  
**BLACK STORIES. NEW STAGE**

**COMMUNICATIONS ASSOCIATE**

**DESCRIPTION:**

**The Obsidian Theatre Festival**, produced by *GhostLight Creative Productions, Incorporated* and *Nicely Theatre Group*, is **CALLING** for a **Communications Associate** for its fourth season.

**ABOUT:** The Obsidian Theatre Festival centers Black stories, through an invigorating celebration of new work by emerging Black voices. Produced by Detroiters in the city of Detroit, the Obsidian Theatre Festival illuminates the rich diversity of experiences relevant to the African diaspora.

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 fourth season, 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.

The Obsidian Theatre Festival will be presented in 3 parts

- OTF Main Stage: Featuring full-length plays that examine the diversity of the black experience.
- Musical Theatre Showcase: Staged readings of new musicals, highlighting an important step in the development of new work.
- Obsidian Cabaret: Featuring nationally renowned artists in an intimate evening of music and storytelling.

For more information about The Obsidian Theatre Festival please visit [www.obsidianfest.org](http://www.obsidianfest.org)

**LOCATION:** Detroit, MI




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**SEEKING: A Communications Associate** with experience in Theatre and Musical Theatre. BIPOC artists are strongly encouraged to submit. They will support our Senior Creative Producer to oversee the Obsidian Theatre Festivals Development, Marketing, Public Relations and Communication needs.

- A candidate who is flexible, strategic and able to work in a collaborative space.
- A candidate who is skilled in communicating clearly, with tact and discretion, as well as maintaining confidentiality.
- Candidates within close proximity to Detroit Metro area are strongly preferred

**RESPONSIBILITIES:**

- The **Communications Associate** will report to the **Senior Creative Producer**
- Attend the weekly virtual Departmental Break Out Meeting
- Attend a weekly virtual Marketing/Comms meeting as assigned by the Senior Creative Producer
- Attend a portion of the in person Staff Retreat as assigned by the Senior Creative Producer
- Perform office management tasks such as meeting note taking, collating, organizing, and managing files. Google Suite experience is a plus.
- Create and Maintain a project calendar for all meetings
- Have strong communication skills, creating agendas and other tasks as designated by the producorial team.
- Provide support for the Senior Creative Producer by assisting in the development and execution of marketing and communications
- Assist with visual branding needs and copy
  - Previous experience with graphic design/maintenance is a huge plus.
- Maintain a collaborative project management database.
- Assist in website updates as needed
- Provide exemplary and flexible Communication skills across multiple formats and departments
- Assist the Senior Creative Producer in supervising and assigning tasks to the Graphic Designer
- Be able to work in person (at the Downtown Office) in June 2024 during designated production weeks.
- Other duties as assigned



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**QUALIFICATIONS:**

- Experience working on a variety of projects such as musicals, straight plays, cabarets and new work is preferred
- Familiarity and/or working knowledge of Non-Profit, Commercial, Regional or Touring Theatrical productions
- Ability to write and proof copy for publications, press releases, emails etc.
- Experience in website administration and content creation is a plus
- Strong organizational, leadership, time management, administrative and mentoring skills
- Outstanding judgment and ability to prioritize varying tasks efficiently and safely
- Experience maintaining relationships with vendors/partners.
- Skilled in communicating clearly, with tact and discretion, as well as maintaining confidentiality.
- Ability to work under pressure while multitasking
- Able to coordinate timely responses between internal departments
- Excellent written and verbal communication skills.
- High level of computer proficiency with knowledge of Google Suite.

**SAFETY:**

- We are committed to the health and safety of all of our artists, employees and guests. In order to maintain the safest environment possible, all Obsidian Theatre Festival staff, artists, creative teams, crews, and ushers are required to be fully vaccinated against Covid 19 (both rounds of vaccinations.) The only exception to mandatory vaccination is providing a physician note due to a qualifying disability or a statement of religious exemption.
- Maintain safe work conditions in keeping with OTF's health and safety guidelines and COVID19 protocols throughout the production process


**SCHEDULE:**

The live performances will be from June 27th-30th in Detroit, MI and culminating in streamed virtual productions.

Looking for someone to start by December 1, 2023 and the position term will end on August 31, 2024. This position is able to work from home before and after production weeks.

Estimated workload averages 10 hours per week before and after production weeks. 20-30 hours during the production weeks.

Will be required to be in person in June. Office will be located in Downtown Detroit.



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**TENTATIVE SCHEDULE:**

Interviews: Begin mid/late November

Weekly Virtual Marketing/Comms Meetings: Begin in December

Staff Retreat: January 8th-13th

Virtual Rehearsal (Main Stage Only): Starts May 20th

Main Stage Virtual Orientation: May 20th

In Person Rehearsal (Main Stage Only): Starts May 27th

MT Showcase Virtual Orientation: June 9th

In Person Rehearsal (MT Showcase/Obsidian Cabaret): Starts June 10th

Begin In Person Work (in the Downtown Office): Mid June

Tech: Begins June 17th (MS); June 19 (MT) - TBC

Performances: June 27th-June 30th

Film Pick Ups: July 1st-3rd

Strike/Load Out: July 5th

**COMPENSATION:** Commensurates with experience. Flat Fee: **\$8000**

**APPLICATION INFORMATION:** Please fill out the Google Form (link below) and submit your Cover Letter and Resume per the instructions inside the form by **December 1st**.

Communication Associate Applicant Google Form: <https://bit.ly/comms-assoc-otf24>

If you have any questions please email, [gm@ghostlightinc.com](mailto:gm@ghostlightinc.com)

For more information about The Obsidian Theatre Festival please visit [www.obsidianfest.org](http://www.obsidianfest.org)