



JOB DESCRIPTION: Community Engagement Manager

Date: December 11, 2025

Classification: Full time (40 hours per week), exempt, benefits eligible

Reports to: Executive Director

POSITION SUMMARY

The **Community Engagement Manager** is responsible for advancing TimeLine Theatre's goal of becoming a trusted community hub — fostering creativity, connection, collaboration, and community-based care—especially as we prepare to open and begin operations at our new home at 5035 N. Broadway in Uptown. This position will develop, implement, and evaluate initiatives that strengthen relationships between TimeLine and the diverse communities we serve, ensuring alignment with TimeLine's strategic plan and Roadmap to Sustainable Impact. Flexibility to work evenings and weekends is required. All TimeLine employees are expected to perform their duties in a manner consistent with the organization's core values and personnel policies.

PRIMARY RESPONSIBILITIES

- **Community Relations:** Cultivate trusting and reciprocal relationships between TimeLine and its community partners, developing and maintaining an organized contact database, and serving as an ambassador of TimeLine's mission and values to external stakeholders.
- **Program Development:** Develop and manage community-based programming, events, and partnerships that activate TimeLine's New Home and surrounding community spaces. Collaborate with the Company and Staff to ensure the community's voice is reflected in TimeLine's programming.
- **Community Engagement Team Lead:** Serve as the lead convener and facilitator for the Community Engagement Team, ensuring clarity of purpose, coordination of initiatives, and alignment with organizational values.
- **Organizational Collaboration:** Develop measurable goals and guidance to ensure that engagement strategies are integrated throughout the organization.

SECONDARY RESPONSIBILITIES

- **Resource Development:** Collaborate with the Development Department to procure funding and in-kind support for Community Engagement programs and initiatives.

OTHER DUTIES

Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee for this job. Duties, responsibilities, and activities may change at any time, with or without notice.

COMPETENCIES

- **Project Execution:** Effectively initiate, lead, and follow-through on projects and initiatives in a timely manner, adapting to changing needs along the way.
- **Collaborative Leadership:** Demonstrated ability to convene, guide, and inspire groups toward shared goals.
- **Relationship Building:** Skilled in cultivating and maintaining partnerships across diverse communities, adapting relational style and communication strategies as needed.
- **Cultural Competency:** Ability to leverage antiracist and anti-oppressive analysis in developing and delivering programs.
- **Problem-Solving:** Proactive in identifying issues and implementing effective solutions.
- **Communication:** Ability to clearly and effectively communicate with internal and external stakeholders.

EDUCATION & EXPERIENCE

- Required:
 - At least 5+ years of experience in community engagement, program management, arts administration, or related field
 - Demonstrated success building partnerships and managing community-based projects
 - Ability to work flexible hours, including evenings and weekends and to travel to various locations within the workday
 - Perform all duties in a manner consistent with the organization's core values and personnel policies
 - Adept with Microsoft 365 or similar applications
 - Valid driver's license and/or access to reliable transportation
- Preferred:
 - Background in theatre, cultural programming, or arts education
 - Familiarity with Chicago's cultural landscape, particularly Uptown

SUPERVISORY RESPONSIBILITIES

The Community Engagement Manager serves as team leader for the Community Engagement Team (CET), providing coordination and guidance. May oversee interns, volunteers, or project-based staff related to engagement initiatives.

WORK ENVIRONMENT & PHYSICAL DEMANDS

TimeLine has a hybrid work environment, which includes working in-office at least three days per week. When working remotely, you will be required to use Zoom conferencing software and other teleconferencing equipment to engage with the rest of the team. Personal internet service is required. The role requires attendance at certain evening and weekend events and the ability to transport materials or supplies (up to 25 lbs).

COMPENSATION AND BENEFITS

- \$55-65k per year, exempt
- Benefits package including health, dental, vision, and life insurance; optional 403(b) retirement; and paid time off (vacation, personal, sick, maternity/paternity/adoption, and holiday)

It is an essential practice of TimeLine Theatre Company to recruit, hire, train and promote individuals, based upon personal capabilities and qualifications and without regard to race, color, age, sex, sexual orientation, religion, national origin or ancestry, marital status, citizenship, disability, military status, creed, or any other trait or characteristic protected by law. TimeLine Theatre Company is dedicated to the goal of building a diverse staff and an inclusive work environment. This policy of Equal Employment Opportunity applies to policies and procedures relating to all terms and conditions of employment at TimeLine Theatre.

TO APPLY

Please apply through this link: https://bit.ly/TLTC_CommunityEngagement

This position will be open until filled.