FREEDOM READS
Million Book Project

Production & Program Coordinator -- Freedom Reads
The mission of Freedom Reads is to harness the power of literature to counter what prison does to the spirit, supporting the efforts of people in prison to deepen and envision their lives in new ways through expanding access to books, writers and performing artists.

We seek a highly motivated, team-oriented professional to join our small, dynamic staff. Primary responsibilities will be to coordinate with state prison officials to facilitate the installation of Freedom Libraries. The Production & Program Coordinator will also directly support Reginald Dwayne Betts, the founding Director, in touring his original solo theater piece through participating prisons nationwide.

This is a full-time, yearly renewable position based at Yale Law School, out of which Freedom Reads operates. Proximity to New Haven, Connecticut for infrequent in-person meetings, as well as the availability to travel up to 10 days a month, are essential. Starting salary ~$60K annually plus benefits.

The ideal candidate deeply values books and creative expression; and possesses a personal insight into the experience of incarceration.

Key Roles and Responsibilities:

Production Responsibilities
- Assists in coordinating 20-state, 60-prison tour of Felon: An American Washi Tale, including arranging travel and lodging
- Accompanies Reginald Dwayne Betts (performer/writer) on site to serve as touring stage manager for the show (5-10 days touring a month)
- Interfaces with local prison contact, works with Dwayne to set up tech/set elements, runs technical run-through, takes responsibility for set-up of props/costumes before each performance, engages with audience
- In community venue, university, or theater: oversees the organization and design of the stage space, sets up props and costumes, instructs lighting, sound, and technical team, calls or runs the show as appropriate, engages with audiences. Addresses and resolves any technical difficulties during rehearsal and performances.

Program Responsibilities
- Support the Project Manager in outreach and relationship building with Departments of Corrections at each step of the Freedom Library implementation process
  - Manages a portfolio of five-eight states and the partner institutions therein
  - Coordinates and conducts meetings with Dept. of Corrections officials
  - Assists in the development and management of timelines and benchmarks as related to the installation of Freedom Libraries in each state
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• Assists with management and execution of adjacent project areas, including but limited to the Book Circle Project, the production of the Freedom Takes Podcast, special events, communications with our stakeholders
• Composes substantive correspondence and promotional/informational material

Preferred Skills / Prerequisites
• Passion for the mission of Freedom Reads
• Strong written and verbal communication skills
• Proven ability to work within an organization emphasizing teamwork, accountability and excellence
• Highly organized with the ability to prioritize workload and meet deadlines
• Low ego, more invested in outcomes and team success than individual credit
• Experience in theater production management, tech familiarity desirable
• Comfort and grace in communicating with the gamut of stakeholders from Department of Corrections personnel to incarcerated program participants to book authors
• Flexibility, responsiveness to feedback; “growth-minded” with readiness to learn new things
• Experience with Microsoft Office Suite & basic project management software, QLab, Auto CAD, Vectorworks, Lightwright a plus

Minimum Qualifications
• BA/BS in English/Literature, Theater, the Humanities otherwise, or a social science
• Two+ years non-profit or related professional experience, with strong references
• **Applications will be accepted until the position is filled, with review to begin August 16, 2021.** Please apply through Yale’s Careers website, at: https://sjobs.brassring.com/TGnewUI/Search/home/HomeWithPreLoad?partnerid=25053&siteid=5248&PageType=JobDetails&jobid=1472046

• Feel free to email questions you may have to Tess Wheelwright, project manager for Freedom Reads, at tess.wheelwright@yale.edu

*Yale University is an affirmative action and equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, creed, religion, national origin, sex, sexual orientation, marital status, pregnancy, genetic information, gender identity or expression, age, disability, or protected veteran status.*