

POSITION AVAILABLE
LAGUNA DANCE FESTIVAL

DESCRIPTION OF POSITION

TITLE: Program Coordinator

REPORTS TO: Artistic Director

SUMMARY: The Program Coordinator provides the necessary administrative support to the educational and artistic operations of the organization. This is an administrative assistant position with opportunity to grow within the organization. This is a part-time position with flexible hours working primarily remote. You will be responsible for a wide variety of tasks and must be able to work independently.

GENERAL DUTIES AND RESPONSIBILITIES:

- The administrative assistant for LDF's artistic director
- Work with Artistic Director on specific events such as student intensives, master classes, gala, gallery events, theater performances, digital content and lectures
- Create itineraries for guest artists
- Plan schedules for the artists and coordinate with management
- Provide support as needed for projects, showings and events such as fundraisers
- Artist liaison for guest teachers, dancers, students and companies
- Assist in scholarship awards including a call for submissions and reviewing applicants
- Best efforts to be available for all on site LDF events
- Attend staff meetings remotely and/or in person

SPECIFIC DUTIES AND RESPONSIBILITIES:

General Administrative

- Maintain and update LDF's internal calendar and staff to-do list
- Coordinate staff meetings, send reminders to attendees

General Event Coordination Duties

- Manage individual artist and company itineraries inclusive of rehearsal schedule updates, performance calls, hotel arrangements, transportation arrangements and more.
- Artist liaison, create schedules and coordinate activities in master calendar
- Manage and coordinate travel and hotel accommodations for artists

Social Media/PR

- Liaison between Artistic Director social media manager, PR and webmaster to coordinate content for these media outlets

- Depending on interest and ability, potential to assist in designing, posting and managing content for social media, website and PR releases

Pictures and Video Content Management

- Store and Manage LDF's library of pictures and videos from performances & events

Fundraising Events

- Coordinate artists if needed and assist at fundraising events.

Master Classes

- Assist in publicizing masterclasses to the local dance studio community
- Manage teacher contact during planning process
- Student coordination
- Create class schedules with the artistic director
- Be onsite during event to assist with administration

In Theater Event Administration

- Gather and organize necessary program notes and information for the Playbills
- Assist with backstage and rehearsal needs for in-theater events.
- Serve as Artist Liaison and the representative for LDF for artists on site at theater.

QUALIFICATIONS:

- Excellent written and verbal communication skills required. Must be detail oriented and able to juggle multiple projects and deadlines
- Proficient in Microsoft Office, Excel and Dropbox
- Team player, self-starter and able to work on own
- Experience with administration within an arts organization
- A dance or theater background is a plus
- Familiarity with social media platforms, photo editing and/or video editing is a plus
- A resident of Orange County, CA is preferred

BENEFITS:

Hourly rate commensurate with experience:

- Approximately 40 hours per month or 10 hours per week on average. Workload is seasonal with more hours leading up to and during major events such as our annual dance festival and our annual gala.

\$20/hour

LAGUNA DANCE FESTIVAL is an equal opportunity employer and is committed to the belief that each individual is entitled to equal employment opportunity.

 **Interviews will be scheduled for first week in August. Please send your resume to info@lagunadancefestival.org**

