

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 the 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
- Coordinate staff meetings, send reminders to attendees

General Event Coordination Duties

Manage individual artists 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 as needed
- Organize marley flooring rental if needed for performances
- Coordinate with photographers for performances, workshops, intensives, and master classes as needed
- Serve as point of contact for wardrobe supervisor, guest artists, technical director, etc.

Social Media/PR

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

Create and schedule e-blasts through Constant Contact

- 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
- Assist artistic associate in coordinating artists if needed and assisting 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 and artistic associate
- Be onsite during event to assist with administration
- In-Theater Event Administration
- Gather and organize the 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, Canva, Constant Contact, 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. The workload is seasonal with more hours leading up to and during major events such as our annual dance festival and our annual gala.
- Starting salary \$25/hour.

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

Please send your resume and cover letter to info@lagunadancefestival.org

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