

Friday, August 6, 2010

## Manager of Artist Services and Community Engagement

To Apply: Please send cover letter outlining qualifications, resume, salary requirements and references for confidential consideration to MANCC Director, Jennifer S.B. Calienes, [jcaliene@fsu.edu](mailto:jcaliene@fsu.edu).

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The Maggie Allesee National Center for Choreography (MANCC) at Florida State University in Tallahassee, FL is looking for a dynamic arts administrator to oversee all artist residency and research activity and to deepen related live and online community engagement efforts.

The Manager of Artist Services and Community Engagement will work with the MANCC Director, a part-time staff of three and student and community volunteers to advance the work of the center. The position is responsible for planning, and implementing all residency and community engagement activity. Further details below.

### Artist Services

- Serve as primary host for 12-15 artist residencies annually
- Coordinate all residency logistical details including housing contracts, travel, budget and payment details
- Negotiate technical and production needs with School of Dance staff and faculty
- Assist with the development of digital tool kit materials (photos, videos, audio podcasts) while artists are in residence
- Oversee assessment, impact and improvement efforts

### Community Engagement

- Implement overarching engagement strategies to deepen MANCC's relationship to live and web based community members
- Work closely with each resident artist to develop research based "entrypoints" for our community to engage with work in development
- Cultivate FSU and local audience and research collaborators for guest artists
- Organize all "entrypoint" activity including School of Dance events and classes with MANCC artists
- Support the Director, School, College and Foundation leadership in the cultivation of individual donors
- Oversee the development and distribution of all print and online marketing and PR efforts
- Work closely with guest artists and partner organizations to distribute digital tool kit materials developed at MANCC

### General

- Assist with strategic planning and evaluation efforts as needed.
- Facilitate Choreographic Fellow selection process and other artistic selection processes as needed.
- Represent MANCC at national conferences.

Work Schedule: Required to work occasional evening and weekends to facilitate or deliver programmed activities.

Minimum Qualifications: A Bachelor's or Masters degree in arts management, communication or dance and three to five years of related experience.

Requirements: Position requires excellent written and verbal communication skills, superior interpersonal and organizational skills, ability to work both independently and in teams; ability to think creatively and strategically; and ability to juggle a variety of responsibilities and deadlines. A deep commitment the performing arts, the value of the creative process and arts education desired.

Strong computer skills required, including knowledge of design layout, database management and social networking platforms.

Salary: Commensurate with experience.

Appointment: Three-year appointment with the potential for renewal.

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[< back](#)

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