

Tuesday, August 29, 2017

DTE Seeks Project Manager Community Dance Residencies and Events

Company: Dance Theatre Etcetera

Location: Brooklyn, NY

Compensation: Fee of up to \$3,500 payable in installments

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Dance Theatre Etcetera Seeks Project Manager for Artist Residency Project and Fall Dance Event in Red Hook, Brooklyn

Founded in 1994, Dance Theatre Etcetera (DTE) is a vibrant community-based, multi-disciplinary arts organization located on the Red Hook, Brooklyn waterfront. DTE currently runs year round arts education programs at high needs public high schools as well onsite and offsite after-school and community programs for ages 12-24, serving upwards of 700 students annually. In addition, DTE produces the annual Red Hook Fest each June – a free outdoor performing arts festival that features top notch music and dance groups as well performances by over 100 local youth – and Red Hook: Move It! in the fall – an evening of live dance performances by three dance companies held in conjunction with a Thanksgiving Celebration for Red Hook NYCHA residents.

DTE has just been awarded a grant to increase community engagement with its dance programs.

We are looking for a Project Manager to coordinate a fall dance event in November 2017 and three artist residencies at three Red Hook community organizations in Spring 2018. Artists will be working with community members at each site to create short movement based performance works that will be presented at the 25th annual Red Hook Fest in June 2018.

Responsibilities:

Red Hook: Move It!

Coordinate technical details with lighting/stage crew and PS15 Beacon staff
Coordinate details of performance with artists for Fall event

25th Annual Red Hook Fest

Assist with artist booking, and liaise with host Red Hook organization to schedule and handle all logistics of residencies
Help plan, implement and host events at each residency site: workshops, meet and greet sessions, final showing of work, dance parties, etc.
Assist with marketing and outreach for these events, including distributing flyers
Handle all details of bringing community members to Red Hook Fest 2018 to perform

Qualifications:

Have a background in event production and/or dance program administration
Excellent communication skills with diverse communities and good writing skills
Highly organized with attention to detail. Excellent Microsoft Office skills
Ability to work effectively as a member of a team and independently
College degree preferred

Schedule:

Part Time: Approximately 140 hours of work

Compensation: Fee of up to \$3,500 payable in installments.

Applications accepted through September 15th, 2017

Ideal start date: October 1, 2017

To apply please send an email with cover letter and resume to Martha@dtetc.org

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