

Thursday, October 4, 2018

Program Logistics Coordinator

Company: Urban Bush Women
Location: Brooklyn, New York

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Overview of Program Logistics Coordinator Position

The Program Logistics Coordinator reports to the Manager of Operations and Special Projects and is responsible for providing logistical and planning support for UBW's programs:

• Summer Leadership Institute (SLI) – UBW's annual 10-day training intensive that serves as the foundation for all of the company's community engagement activities. SLI builds the global network of community arts practitioners, and what Jawole Zollar calls "front line social justice workers," by connecting dance professionals and community-based artists in a learning experience that leverages the arts as a vehicle for social activism and civic engagement.

• Builders, Organizers and Leaders Through Dance (BOLD) – a series of community engagement workshops that are deeply rooted in UBW's core values and decades of experience working in communities. Universities, nonprofits, K-12 schools, businesses and more invite UBW to their communities to conduct these unique workshops involving movement and conversation.

• Choreographic Center (CCI) – a ten-year initiative and investment in the development of women choreographers of the African Diaspora, whose voices are not as prominent in the national arts ecology as they should be.

The Program Logistics Coordinator (PLC) will work directly with the UBW staff to ensure all paperwork, execution of contracts and administrative support is fluid and accurate. The PLC will serve as liaison with the administrative staff. The PLC needs to be, above all else, a highly organized, detailed and problem solving, people oriented individual that will integrate into the culture of UBW.

SUMMER LEADERSHIP INSTITUTE (SLI)

Working from an established work plan, the PLC serves as SLI coordinator and is responsible for ensuring that all aspects of the SLI are executed in a professional and timely manner, including though not limited to:

- o Application process: application management: registration, panel logistics
- o Participant relations: communications, payment tracking, marketing
- o Partner and community relations
- o SLI Faculty relations: communication, contracts, travel, housing and payment
- o Onsite logistics: Intern Management, catering, transportation, logistics for local panelists and any other vendors
- o Travel: Creates and distributes itinerary

The PLC serves as the primary point of contact for the SLI, ensures that program materials are developed and disseminated, oversees the logistics of the Institute

implementation, ensures the Institute is documented with photography and videography and produces a written summary of the Institute.

BUILDERS, ORGANIZERS AND LEADERS THROUGH DANCE (BOLD)

Support BOLD Co-Directors in the following:

- o Distribution of facilitator contracts
- o Facilitator logistics & travel including creating and distributing itineraries
- o Handles all logistics and coordinating of pay and per diem
- o Maintain BOLD digital and paper files
- o Coordinate video or photo documentation for BOLD workshops

CHOREOGRAPHIC CENTER INITIATIVE (CCI)

a?? Key Responsibilities Related to the Choreographic Center Initiative will include, but not be limited to:

- o Work with the CCI Strategic Advisor and Organizational Advancement Partner in the collection and distribution of material, information and "content".
- o Work with CCI Strategic Advisor and Organizational Advancement Partner in coordinating and marketing convenings, panels and other gatherings related to the CCI.
- o Assisting the Visioning and Organizational Advancement Partner in the creation and distribution of materials for the different sessions and classes for the various cohorts.
- o Working with Visioning Partner and Organizational Advancement Partner to identify and arrange residency possibilities for CCI participants, and coordinate all details related to the residencies.
- o Work with Visioning Partner on the programming, marketing and producing of CCI events.
- o Record all meetings including note taking, phone calls and other gatherings, archiving and sharing internally with participants all needed information.
- o Traveling as needed to coordinate CCI operations.
- o Working with Finance Manager to handle all collections and payments to participants, vendors, partners, instructors, funders and others.
- o Work with CCI Strategic Advisor and Organizational Advancement Partner in tracking all financial transactions
- o Coordinating all travel related to CCI convenings and meetings.

SPECIAL EVENTS

- a?? Providing ad hoc coordination and logistical support for special events.
- a?? Coordinating all travel related to UBW special events including but not limited to development and campaigns.
- a?? Providing onsite support for special events.

Professional Development

Actively seeks and attends professional development opportunities.

Other Duties

As part of a small staff, there will be other duties, as deemed necessary, to accomplish tasks that may be outside of the scope of this job description. Duties may expand during times of personnel change, when there are employee absences, and during special events.

Qualifications:

- a?? Ability to work independently and as part of a team.
- a?? Must be well organized and friendly, with the ability to multi-task in a fast-paced environment.
- a?? Creative, professional, deadline-driven and detail-oriented with an excellent work ethic.
- a?? Strong customer service orientation.
- a?? Strong written and verbal communication skills.
- a?? Familiarity with data management, Word, Excel and/or Google Docs, and social media, including but not limited to Facebook, Instagram and Twitter.
- a?? Minimum two years' experience in marketing, sales, events and/or performing arts.
- a?? Preferred: Be familiar with Urban Bush Women's community engagement work. Direct experience as an SLI participant is highly preferred.

Compensation/Benefits

Compensation commensurate with experience. Benefits include paid time off (vacation, sick and holidays), health, dental and vision insurance.

How to apply

Interested applicants should email their cover letter, résumé and the names and contact information for three professional references.

Email applications with subject line "Program Logistics Coordinator - First Name Last Name" to: Tahnia Belle, Manager of Operations and Special Projects at info@urbanbushwomen.org.

Please, no telephone calls.

Applications are reviewed on a rolling basis and are accepted through November 1, 2018.

About Urban Bush Women

UBW galvanizes artists, activists, audiences and communities through performances, artist development, education and community engagement. With the ground-breaking performance ensemble at its core, ongoing initiatives like the Summer Leadership Institute (SLI), BOLD (Builders, Organizers & Leaders through Dance) and the developing Choreographic Center, UBW continues to affect the overall ecology of the arts by promoting artistic legacies; projecting the voices of the under-heard and people of color; bringing attention to and addressing issues of equity in the dance field and throughout the United States; and by providing platforms and serving as a conduit for culturally and socially relevant experimental art makers.

Urban Bush Women is an equal opportunity employer.

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