

Thursday, February 27, 2020

Associate Curator & Producer

Company: Dance Place
Location: Washington, DC
Compensation: \$38,000-\$42,000

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Dance Place, a nationally recognized cultural arts center in Washington, DC, seeks a full time Associate Curator & Producer to work with the curatorial team to program and produce Dance Place's robust Presentation Series of DC area, national and international dance performances. This is a 40 hour per week, salaried, year-round position with benefits. Work hours are generally weekdays between 10am and 6pm, with occasional work on evenings and weekends. The Associate Curator & Producer will report to Dance Place's Executive Artistic Director. Dance Place is an equal opportunity employer

Title: Associate Curator & Producer

Number of hours per week: 40

Department: Production

Immediate supervisor: Artistic Executive Director

Position Overview

The new Associate Curator & Producer will work in close partnership with the existing Associate Curator & Producer; each position will manage a portfolio of approximately 50% of Dance Place's performance programming and related events.

The Associate Curator & Producer serves as a member of the Dance Place curatorial team; oversees the booking, planning and management of Dance Place's presentation series from conception to post-mortem; co-programs and manages Dance Place's free programming series; co-coordinates all logistics for DanceAfrica, DC and other internally produced festivals; and represents Dance Place at national and international festivals, events and meetings. This position requires some night and weekend work.

This role is a unique opportunity to participate in the restructuring of Dance Place's production team. Qualified candidates will be bold thinkers committed to equity and anti-racism.

Dance Place believes that people of color, people in the LGBTQ+ community, people with disabilities and women must be centered in the work we do. Hence, we strongly encourage applications from people with these identities or who are members of other marginalized communities.

Responsibilities

Assist in the curation of Dance Place's presentation series, led by Dance Place's Artistic Executive Director
Co-manage booking of all performances in Dance Place's presentation series, annual festivals, and free programming
Within 50% portfolio of Dance Place performance programming, including presentations and internally-produced festivals:

- Develop outreach and community engagement in collaboration with artists in Dance Place's presentation season
- Schedule production meetings and co-lead meetings with Dance Place Director of Production
- Serve as point person for artist communications
- Facilitate internal communication between Programming, Production, Operations, Education, Front of House, and Box Office staff regarding the needs of artists/presentations
- Maintain accurate itineraries, production agreements, and other documentation in advance of all performances ensuring artists and staff have aligned expectations and understandings
- Set and monitor artist deadlines for all materials (technical information/files, program information, complimentary ticket lists, etc)
- Negotiate, write, execute, and ensure compliance with contracts for artists who interact with Dance Place programs in a variety of ways (presentations, residencies, partners)

Solicit, negotiate particulars, and execute artists' technical and hospitality riders, in collaboration with Dance Place Director of Production
Coordinate staffing for performances as needed (designers, videographers, speakers/facilitators, interpreters, etc), in collaboration with Dance Place Director of Production
Manage all artist services as needed (travel, visas, hospitality, lodging, interpretation/translation, performance-related events, etc.)
Supervise Production Management & Curation intern

Co-manage Dance Place Artist in Residence, resident companies and partner organization programs
Co-manage Dance Place's theater rentals program
Write, manage and report on grants in collaboration with Development Department to offset artist fees and production costs (i.e. Mid Atlantic Arts Foundation, New England Foundation for the Arts, National Performance Network (NPN), Alternate Roots)
Work with local and national partners including the National Performance Network, Dance Metro DC, the Kennedy Center, Brookland/Edgewood-based businesses, and many other institutions
Represent Dance Place at conferences including the National Performance Network annual conference, APAP, and other national and international festivals, events and meetings

Required Skills/Qualifications:

Strong interpersonal communication skills
Bachelors degree in a related field, or equivalent professional experience
Proficiency in Microsoft Word and Excel, Google Suite and other office software
Attention to detail with excellent time management skills
Ability to work autonomously and in teams in a fast-paced environment
Highly organized and creative with deep enthusiasm for the arts

SALARY AND BENEFITS:

Dance Place offers a flexible work schedule as well as medical, dental and vision insurance package, plus (401) K plan, and pre-tax travel benefits.

Employees are able to take class and attend Dance Place performances for free.

Salary Range: \$38,000-\$42,000

HOW TO APPLY:

To apply, send cover letter, resume, writing sample, and two references to employment@danceplace.org. No phone calls please.

Dance Place
3225 8th St NE
Washington, DC, 20017
danceplace.org

For more information:
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