

Tuesday, November 2, 2021

## Part-time Communications + Project Coordinator

Company: Yaa Samar! Dance Theatre

Location: Brooklyn, NY

Compensation: \$6,750 for 6 months (Jan-June) with option to extend

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### Position Summary

Yaa Samar! Dance Theatre seeks a part-time Communications + Project Coordinator to assist with the planning, coordination, marketing/promotion, and implementation of the company's ongoing community engagement programs and two-week NYC performance season (May, 2022). This position will report to and work collaboratively with the Executive and Artistic Directors and liaise with artists, community partners, board members and other key stakeholders. Initial responsibilities will focus on administrative tasks such as data management, marketing, and communications; the latter half of the contract will transition to on-site production work, including coordination of artists, daily schedules, props/costumes, etc.. Successful candidates will be able to work fluidly across multiple projects and departments, and adapt to the needs of a changing work environment.

### Responsibilities

- Participate in weekly staff meetings with ED/AD
- Assist in coordination of organizational calendars (marketing/communications/production etc)
- Produce engaging, informative, and entertaining social media content for YSDT platforms. This may include original writing, photography, videography, and audio/video production as well as editing/transforming existing content for publishing to social media channels and website
- Create original social media content and/or document rehearsals and performances as needed while in the studio (April/May)
- Collaborate on the design and distribution of e-newsletters and other marketing materials
- Support ED/AD in coordination of production calendar, including travel and housing arrangements for artists
- Communicate with artists, venues, and education partners regarding program logistics, including coordinating signing/filing of contracts, invoices and payments
- Manage prop/costume and other production logistics during performance run
- Collect, document and file expenses, reimbursements and other production related paperwork (receipts, invoices, contracts etc.)
- Update donor/press databases and other data management tasks.

### Qualifications

- Minimum 2 years experience working in non-profit/arts administration, programming or producing
- Fluency in social media platforms and office management software such as Google Drive, Gmail, Excel, Asana, Slack etc.
- Experience with photo/video editing and design (Adobe Suite, DaVinci, Final Cut etc.)
- Ability to balance multiple competing priorities, meet deadlines and track progress across various tasks via shared calendars, Google Docs, and other project tools
- Excellent attention to detail and great written and spoken communication skills
- Ability to work both independently and in collaboration with a diverse group of stakeholders
- Comfortable working remotely, with excellent time management skills
- Flexible and adaptable
- Knowledge of and interest in the performing arts
- Some experience with database management/CRM platforms a plus
- Arabic language capabilities (conversational fluency, reading and writing with the ability to translate) a plus.

### Requested Materials

Interested applicants should submit a cover letter, resume and any questions to: [info@ysdt.org](mailto:info@ysdt.org) by December 1, 2021.

### About YSDT

Yaa Samar! Dance Theatre (YSDT) creates invigorating performance and education programs that expand access to- and promote understanding through- the arts. Led by Artistic Director Samar Haddad King, YSDT believes art should be liberating, transformative, and

accessible to all. The company operates out of the United States and Arab World and is committed to uniting diverse artists and audiences in the creative process. Since 2005, the non-profit has produced more than 30 original works that have been seen in 10 countries across four continents. For more information, visit: [www.ysdt.org](http://www.ysdt.org).

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Yaa Samar! Dance Theatre  
Brooklyn, NY  
[www.ysdt.org](http://www.ysdt.org)

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