

Thursday, March 9, 2023

Executive Assistant

Company: BODYTRAFFIC
Location: Los Angeles, CA
Compensation: \$25 - 30/hourly

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Position: Executive Assistant

Compensation: \$30 per hour

Hours: minimum 20 - 30 hours per week, full time may be discussed

Non-exempt

Mission — BODYTRAFFIC creates relevant dance works that invite artists and audiences into highly thematic worlds and narratives. Committed to cultural scholarship and inclusive collaboration, this creative collective curates performances and crafts exceptional education programs that explore what it means to be human through movement.

BODYTRAFFIC (BT) believes dance ignites essential conversation, cultivates curiosity, and expands empathy. Embodied stories and ideas activate new ways of thinking, for one of humanity's universal commonalities is the experience of being in a body. Movement, conceptual and physical, is humankind's only common language, and as a 21st century dance company, BT is honored to share the responsibility of making dance accessible to everyone, regardless of their circumstances, within the national and international cultural ecosystem.

Founded in 2007, BT designs and presents dance experiences, rooted in artistic excellence and inventive storytelling. By commissioning renowned choreographers including Kyle Abraham, Ohad Naharin, Hofesh Shechter, Victor Quijada, Arthur Pita, Fernando Magadan, and Micaela Taylor, BT cultivates opportunities for artists to fully embody their creative practice and conceive new, contemporary pieces. BT's repertory appeals to multiple generations and each collaboration prompts new discoveries, invites in expanded audiences, and enriches the field of performing arts. Connecting individuals of vastly different life experiences through dance, BT has toured the world and continues to deepen its investment in its home city of Los Angeles.

Los Angeles Times describes BODYTRAFFIC as "one of the most talked about companies—not just in LA, but nationwide" and deems the dancers as "fiercely technical." BT is known for its skilled and expressive performers, who embody the company's compelling style that "suggests invention, attitude, and urban edge" (The Boston Globe, 2014). In late 2019, Gillian Renault of the publication arts-meme called BT "technically strong, creatively mature and on a par with more established ensembles." She went on to highlight the company's reflection of LA with: "the program was squarely California-progressive with a dash of Hollywood, but the company's rep goes deeper and is varied in tone and style." Since its inception, BT performers have graced iconic stages such as NYC's City Center, Hollywood Bowl, The Joyce Theater, Jacob's Pillow, and ODC Theater, as well as toured to 31+ US states.

In 2015, the company entered the international scene, when the Obama administration selected BT as cultural ambassadors to Israel and Jordan through DanceMotion USA, a program of the Bureau of Educational and Cultural Affairs and US State Department. This opportunity expanded and deepened the company's commitment to cross-cultural exchange, while simultaneously honing BT artists' abilities to create safe spaces for creativity and cultural exchange worldwide. Mirroring the global reputation of its home Los Angeles, BT also served as cultural ambassadors to South Korea (2016), Algeria (2017-2018), and Indonesia (2018). During the 2017-2018 season, BT celebrated its 10th anniversary with an extensive tour, including Moscow and St. Petersburg for the CONTEXT Diana Vishneva Festival and The Hague for The Holland Dance Festival.

Within LA County and Southern California, BT has performed at the Alex Theater, American Jewish University, The Brand Library, The Broad Stage (& The Edye), Caltech, The Carpenter Center, The Ford Amphitheatre, Hollywood Bowl, Luckman Fine Arts Complex, Music Center, Skirball Center, Wallis Annenberg Center for the Performing Arts, and Walt Disney Concert Hall. The company has educational and outreach partnerships with Everybody Dance, Gabriella Charter Schools, JUMPSTART/LA, LA County High School for the Arts (LACHSA), LMU, Inner City Arts, Skirball Center, and USC's Kaufman School of Dance.

Prior to the pandemic, BT's typical season included at least one performance weekend in Los Angeles, a 5-15 city national tour, and 2-4 international engagements. Additionally, BT has hosted a Summer Intensive program for pre-professional dancers for 8 years, as well as a Teen program for 5 years. Most recently, BT kicked off its 2022/2023 season at the Laguna Dance Festival in June 2022, followed by performances, outreach activities, and a LA dance community gathering at The Wallis Annenberg Center for the Performing Arts in October 2022.

Job Description

BODYTRAFFIC seeks an energetic, highly motivated lover of the arts to serve as Development Associate.

The successful candidate will be a well organized professional with an eagerness to learn the fundamentals of non-profit fundraising.

Key Duties:

Provides administrative support for the leadership team: coordinates communications, calendars, and priorities etc.

- Provides administrative support for fundraising campaigns including but not limited to executing communications, mailings, tracking donations, supporting donor stewardship, administering donor benefits, generating acknowledgment letters and weekly gift reports, etc.

- Coordinates all internal components of major donors "moves management."

- Provides administrative support for development events and activities

- Responsible for board and committee meeting support, reservations, communications, follow up, minutes, hospitality, etc.

- Assists with special event planning, coordination, invitations, tracking RSVPs, and follow ups.

- All other duties as assigned based on BODYTRAFFIC's immediate needs.

To apply, please submit your resume and cover letter (addressed to Tina Berkett) as 1 document to employment@bodytraffic.com. Please use the email subject line "Executive Assistant - First and Last Name". Example: Executive Assistant - Jay Doe

BODYTRAFFIC
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For more information:
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