

Wednesday, February 2, 2011

Program Director

Heidi Duckler, Artistic Director heidi@heididuckler.org

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HEIDI DUCKLER DANCE THEATRE (HDDT) is seeking a FULL-TIME PROGRAM DIRECTOR

Position Description:

This is a full-time on-site (no-telecommuting,) exempt/salaried position. Occasional evening/weekend hours required to ensure smooth operations of all performances and special events. Position will start immediately after hire.

The PROGRAM DIRECTOR (PD), working closely with the Artistic Director and Managing Director, is responsible for the overall project management of the company, including the planning and physical realization of each production. In addition to overseeing projects, the PD would research new opportunities for long-term program development in areas such as university residencies and partnerships with presenting organizations in order to ensure sustainable earned revenue streams. The PD will also work closely with the company grant writer to develop programs and language for funding proposals.

Key Responsibilities:

1. Coordinate and manage productions and dance events
2. Responsible for maintaining oversight of performance, rehearsal and production budgets. Supervise company production manager, ensuring timely submission of - and adherence to - project tech budgets.
3. Cultivate earned revenue streams that help achieve HDDT's organizational objectives
4. Research and book residencies, workshops and international festivals
5. Engage new audiences by initiating strategies for community outreach and ensuring quality patron experiences
6. Develop project budgets and language for funding proposals, in collaboration with company grant writer
7. Responsible for maintaining and distributing the company calendar, and for overseeing the booking process of all company performances
8. Supervise an archival intern to manage the company press, photo, and video archives. Occasional supervision of company production interns

Candidate Requirements:

- * Minimum BA/BS university degree
- * Strong budgeting and financial management skills
- * Demonstrated experience in and capacity to lead, manage, motivate, inspire, train and collaborate with staff and volunteers
- * Self-motivated with the ability to oversee multiple projects simultaneously
- * General office administration and computer skills; including but not limited to proficiency in MS Outlook, Excel, Word, PowerPoint, etc.

Strong preference for candidates with the following additional experience:

- * Previous Arts management / leadership experience dealing with board relations, civic engagement/outreach and volunteer recruitment/management
- * Production and marketing of dance events and performances
- * Tour and booking management
- * Familiarity with the Los Angeles arts community or other regional arts communities

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Application Process:

Applications will be accepted until the position is filled. Compensation will be commensurate with experience.

Please submit a cover letter specifying how your experience relates to the Program Director role with Heidi Duckler Dance Theatre. Please include your cover letter within the body of your email and attach your current CV / Resume as a PDF.

Email to: info@heididuckler.org

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Due to the expected response rate, we will not be able to respond to all applicants.

Final applicants will be asked to provide three verifiable professional references.

Heidi Duckler Dance Theatre (HDDT) is a nonprofit, site-specific dance performance company based in Los Angeles, California founded in 1985. Our mission is to redefine the relationship between audience and art by presenting bold choreography in extraordinary places. HDDT initiates collaborations with artists and cultivates community engagement to create meaningful, multidisciplinary public art experiences with exceptional artistic standards.

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To learn more about Heidi Duckler Dance Theatre, please visit us online at: www.heididuckler.org

Thank you for your interest in Heidi Duckler Dance Theatre!

Heidi Duckler, Artistic Director heidi@heididuckler.org

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