

Monday, April 4, 2011

Summer Workshop Coordinator

To apply, submit cover letter, resume and three references to Sarah Bodley at sbodley@dougvaroneanddancers.org ► [Share](#) | [Print](#) | [Download](#)
with the subject "Workshop Coordinator"

Doug Varone and Dancers is seeking a highly motivated individual for a short-term project coordinating and running our Summer Workshop at The College at Brockport<!--[if gte mso 9]><xml> Normal 0 false false false EN-US X-NONE X-NONE MicrosoftInternetExplorer4 </xml><![endif]><!--[if gte mso 9]><xml> </xml><![endif]><!--[if gte mso 10]> <style> /* Style Definitions */ table.MsoNormalTable {mso-style-name:"Table Normal"; mso-tstyle-rowband-size:0; mso-tstyle-colband-size:0; mso-style-noshow:yes; mso-style-priority:99; mso-style-qformat:yes; mso-style-parent:""; mso-padding-alt:0in 5.4pt 0in 5.4pt; mso-para-margin:0in; mso-para-margin-bottom:.0001pt; mso-pagination:widow-orphan; font-size:10.0pt; font-family:"Times New Roman","serif";} </style> , beginning immediately through June 25, 2011.

Pre-Workshop Activities IN NYC (Now-June 4)

Schedule: April 1-May 16: approx 5 hours per week (flexible); May 16-June 4: 15-20 hours per week, must fit in between 11am-6pm Mon-Fri (flexible)

1. Track registration of students using excel spread sheet. Tracking class requests, tuition and housing payments.
2. Assign housing. Communicate roommate assignments to workshop participants via email.
3. Prepare class lists and other vital Workshop information.
4. Compile workshop notebooks with key information for key Workshop and office staff. Prepare dancers' itineraries.
5. Packing of materials for registration day.
6. Assist with Workshop Registration as needed.
7. Drive with Program Director and Summer Intern from NYC to Brockport on June 4 or 5.

During Workshop (June 5-25)

Schedule: as needed; generally you may attend 1-2 classes daily, and work/be on call at all times.

1. Assist with communications between Company, Department of Dance, Work Study students, Office and Program Director. Included but not limited to:
 - a. create signage, messages, postings as need be
 - b. follow up on details of residency outreach. Coordinate needs of off campus events with Program Director, Doug Varone, and tech staff. This includes coordinating transportation for company members guest teaching or performing off-site.
 - c. Convey housing/facilities problems to proper authorities.
 - d. Oversee work-study students as needed; delegate tasks, keep tabs on participation of Brockport interns and work-study students.
2. Ensure timely opening of Dance Building and other facilities. Arrive at building daily at 7am to open (if needed).
3. Act as point person for all workshop student issues. Each student will have your cell phone number so that you can handle any unforeseen issues (including, as examples: handling medical emergencies, issues with housing, students locked out of rooms, meal plan, gym, parking issues etc.)
4. Coordinate (with help from Workshop Intern, Brockport interns and work-study students) bowling nights, potluck nights, movie nights. Help with post-performance reception (if applicable) and closing night activities. Includes coordination of carpools as needed, ordering food, communicating with on-campus offices for necessary permissions, etc.
5. Oversee preparation, distribution and collection of workshop surveys, as well as preparation and distribution of workshop student contact sheet at the end of the workshop.
6. Oversee coordination of transportation for students and company. Includes driving the van and/or creating/organizing signup sheets for various field trips.
7. Assist the Company with errands or other needs. Includes organizing hospitality; food, drinks for backstage, other needs.
8. Inspect apartments at open and close of workshop.
9. Drive from Brockport to NYC with Workshop Intern on June 25-26.

MARKETING

Pre-Workshop Marketing for Formal Performance

1. Prepare Calendar of Events for Workshop.
2. Assist with Press Release Mailings as may be needed.

3. Assist with distribution of marketing materials for the College.
 - a. help with bulk mailings
 - b. specialized mailings to targeted markets and group sales.
4. Work on email blasts as may be needed.

Marketing to be done while at Workshop, June 5-25

1. Coordinate distribution of postcards to ideal locations in Brockport and neighboring towns.
2. Facilitate communication with the Continuing Education Group as part of our outreach. Get them publicity materials to circulate.
3. Work with Brockport staff to send Performance email blasts to college faculty and staff.

Other information:

-compensation: \$1,000 fee, paid with no deductions or withholding (1099 fee)

-per diem is provided during the workshop (\$35/day for three weeks=\$700)

-transportation and housing are provided during the workshop

-driver's license required, must be comfortable driving

-you will be able to take 1-2 classes daily during the workshop

-May 16-June 5 you will work 15-20 hours per week (between 11am-6pm Mon-Fri, flexible schedule)

-June 5-25 you will be "on call" at least 8 hours per day, as needed. Approximately 2-3 hours per day of office work will be required, and additional hours will be dependent on the workshop schedule and daily activities.

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