

Wednesday, December 3, 2014

## Experience Director

Company: Heidi Duckler Dance Theatre

Location: Los Angeles, CA

Compensation: To be commensurate with experience

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Vivian Babuts

**Position Description:** Working closely with the Artistic Director, the Strategic Director, and Media Director, the Experience Director will be responsible for overall project management of the company, including the planning and physical realization of each production and event. Heidi Duckler Dance Theatre is seeking someone who has strong creative and interpersonal skills, an eye for detail, a desire for a career in arts administration, and a passion for the performing arts.

**Position reports to:** Artistic/Executive Director

### Principle Duties and Responsibilities

- Coordinate production logistics of all company performances and events including but not limited to contracting personnel, scheduling rehearsals, and coordinating technical details
- Event management of bi-annual fundraisers, company galas, and company/administrative retreats
- Oversee Outreach and Education programs in collaboration with Outreach Associate
- Coordinate and track RSVP and ticket sales for all company events and performances
- Manage videographer, photographer, film editor relationships and maintain documentation archives
- Assist in project-specific grant writing
- Recruit and manage volunteers

### Required Qualifications:

- Excellent oral and written communications skills
- Self-motivated with the ability to oversee multiple projects simultaneously
- Undergraduate college degree required.
- Minimum 2 years of work experience. Background in the arts preferred.
- Own a car/valid driver license

**Salary/Hours:** The Experience Director will work part-time, 20 hours per week, to grow into a full-time position. Pay will be commensurate with experience.

Position open until filled. For immediate hire.

**How to apply:** Please submit a cover letter, resume, and writing sample to [toheidi@heididuckler.org](mailto:toheidi@heididuckler.org). Include "Experience Director" in the subject line.

**Company Description:** Heidi Duckler Dance Theatre creates ephemeral contemporary art experiences in extraordinary places that boldly redefine the relationship between audience and art. Through cultivating innovative collaborations with artists, arts organizations and underserved communities, the company brings meaningful interdisciplinary dance to new audiences throughout Los Angeles and the world. Founded in 1985, Heidi Duckler Dance Theatre is a nonprofit, site-specific dance performance company based in Los Angeles, California.

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