

Thursday, December 16, 2021

BOLD Coordinator

Company: Urban Bush Women

Location: Brooklyn, NY

Compensation: Commensurate with experience

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Overview of BOLD Coordinator Position

The BOLD Coordinator is a part-time position that reports to the Co-Artistic Directors/BOLD Co-Directors and is responsible for providing logistical and planning support for Builders, Organizers and Leaders Through Dance (BOLD) – a series of community engagement workshops that are deeply rooted in UBW's core values and decades of experience working in communities. Universities, nonprofits, K-12 schools, businesses and more invite UBW to their communities to conduct these unique workshops involving movement and conversation. The BOLD Coordinator makes their own schedule and will work directly with the UBW staff to ensure all BOLD related paperwork, execution of contracts, and administrative support is fluid and accurate. They will also serve as liaison between BOLD Co-Directors, the administrative staff, and BOLD facilitators.

Functions & Responsibilities

Administrative

- Create a work plan for execution of all aspects of BOLD in a professional and timely manner
- Meet quarterly with Co-Artistic Directors to check in on work plan progress
- Manage and distribute contracts to facilitators
- Manage facilitator logistics including pay, per diem, and booking travel and accommodations when needed
- Create and distribute itineraries to facilitators
- Maintain BOLD digital and paper files
- Coordinate video or photo documentation for BOLD workshops in collaboration

Marketing Manager and Archivist

- Assign tasks to and supervise any interns in collaboration with Marketing Manager and Development Assistant
- Coordinate and supervise BOLD facilitator training

Communications

- Communicate with BOLD partners and communities prior to, during, and after BOLD workshops and programs
- Write BOLD workshop and project proposals
- Work with Development team on co-writing BOLD-related grants
- Serve as the primary point of contact for BOLD, including taking client calls and completing community engagement template
- Schedule client follow up communication as needed
- Work with Co-Directors and Marketing Manager to develop and disseminate BOLD marketing materials as needed

Special Events

- Providing ad hoc coordination and logistical support for BOLD special events, including Generative Dancer
- Coordinating all travel related to BOLD special events
- Providing onsite support for BOLD special events as needed
- Communicate with SLI Advisory team to develop and coordinate BOLD related SLI events Intake, Sales, and Marketing
- Collaborate with Director of Booking & Touring, Marketing Manager, and BOLD Co-Directors to identify prospects and sales tactics and develop new markets
- Collaborate with Marketing Manager to manage outbound sales communications
- Manage inbound sales communications - receive sales calls and provide exceptional customer service throughout the sales process
- Coordinate with Finance team to track sales revenue and manage sales intake

Professional Development

Actively seeks and attends professional development opportunities, including attending the Summer Leadership Institute and full-staff retreats.

Other Duties

As part of a small staff, there will be other duties, as deemed necessary, to accomplish tasks that may be outside of the scope of this job description. Duties may expand during times of personnel change, when there are employee absences, and during special events.

Compensation/Benefits

Compensation commensurate with experience.

Qualifications

- Ability to work independently and as part of a team.
- ? Must be well organized and friendly, with the ability to multi-task in a fast-paced environment.

- Creative, professional, deadline-driven and detail-oriented with an excellent work ethic.
- Strong customer service orientation.
- Strong written and verbal communication skills.

- Familiarity with data management, Word, Excel and/or Google Docs, and social media, including but not limited to Facebook, Instagram and Twitter.

- Minimum two years' experience in marketing, sales, events and/or performing arts.

- Preferred: Be familiar with Urban Bush Women's community engagement work. Direct experience as an SLI and/or BOLD participant is highly preferred.

How to apply

Interested applicants should email their cover letter, résumé and the names and contact information for three professional references. Email applications with subject line "BOLD Coordinator - First Name Last Name" to: Zoe Walders, Operations Associate at info@urbanbushwomen.org. Please, no telephone calls.

Applications are reviewed on a rolling basis and are accepted through January 14, 2022

About Urban Bush Women

UBW galvanizes artists, activists, audiences and communities through performances, artist development, education and community engagement. With the ground-breaking performance ensemble at its core, ongoing initiatives like the Summer Leadership Institute (SLI), BOLD (Builders, Organizers & Leaders through Dance) and the developing Choreographic Center, UBW continues to affect the overall ecology of the arts by promoting artistic legacies; projecting the voices of the under-heard and people of color; bringing attention to and addressing issues of equity in the dance field and throughout the United States; and by providing platforms and serving as a conduit for culturally and socially relevant experimental art makers.

Urban Bush Women is an equal opportunity employer.

Urban Bush Women
UBW 138 S Oxford ST, Suite 4B Urban Bush Women
Brooklyn, NY, 11217
7183984537
www.urbanbushwomen.org

For more information:
Zoe Walders
info@urbanbushwomen.org

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