

Monday, April 18, 2022

SEEKING FESTIVAL COORDINATOR!

Company: WHITE WAVE Young Soon Kim Dance Company
 Location: Brooklyn, NY
 Compensation: Commensurate with experience. \$20,000-25,000

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FESTIVAL COORDINATOR

This is an exciting position in WW's Festivals Project administration, who will have full responsibility for the operation of the Festivals Project. Through executive oversight of day-to-day operations, the Festival Coordinator oversees WW's 21st Annual 2022 Virtual DDF (June 23rd-26th) and the 7th Annual SoloDuo Dance Festival (February 2023 at Dixon Place). This position serves a variety of administrative functions that include financial management, fundraising, human resources management, and public/community relations. Reporting to the Artistic Director and working closely with technicians, press personnel, and interns, the Festival Coordinator carries out her/his responsibilities in accordance with the vision and strategic direction for the 2022-2023 Festivals Project as set by the Artistic Director and the Board of Directors.

RESPONSIBILITIES

Festival Preparation

Participates fully in the planning phase of WHITE WAVE Festivals
 Directs communications of program and technical information with WHITE WAVE and the Festivals' participating artists
 Works with our Gala Committee to maximize the success of WW fundraising and social events

Festival Marketing:

Creates materials for distribution to the media (i.e. press releases, performance listings, etc.)
 Oversees the development and distribution of promotional printed materials (i.e. press releases, posters, postcards) and festival programs
 Oversees electronic media outreach, including website updates and e-mail blasts

Festival Implementation:

Supervises technical rehearsals and assists technical staff
 Manages the company's Box Office, including accounting receipts
 Ensures clear communications between artists and the photographers/videographers documenting the performances
 Organizes data for outcome evaluation of Festival programs
 Maximize ticket sales and donations

Human Resources & Personnel Management:

Establishes and supervises an effective intern/volunteer team
 Manages the production staff during Festival performances

WHITE WAVE Young Soon Kim Dance Company
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For more information:
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