

Job Description
American Dance Festival, Inc.

Full-time year around
(non-exempt)

Position Title: Performances and Special Projects Coordinator

Reports to: Executive Director

Qualifications: Ability to multitask and handle pressure is a must. Excellent communication skills, an overall willingness to “get the job done,” and being comfortable working as part of a team is essential. Must have experience with managing events and working with artists. Bachelor’s degree required.

Job Summary: Coordinates all dance company logistics for ADF performances and all residencies in Durham and other locations, the Movies by Movers program, and the International Choreographer Residency (ICR) program

Responsibilities include but are not limited to the following:

- Act as primary contact for the managers of all dance companies and with artists in residence.
- Coordinate all aspects of artists stay including housing, transportation, performances, post-performance discussions, master classes, and assist with any community outreach and cultivation events in which they are involved.
- Hire and supervise Costumer and two summer interns.
- Responsible for preparing visa applications including: O&P visas for professional companies and J-1 visas for artists in residence.
- Work closely with ADF Production Director and presenting partners, preseason and during the summer, to ensure each company's residency goes smoothly.
- Work with Cast Dinner Coordinator to plan cast dinners at the homes of community members and with each cast dinner host to ensure a successful event.
- Request company fees and track expenses that the companies are responsible for covering.

Movies by Movers

- Coordinate all aspects of the festival with the Executive Director and Curator including dates, scheduling, logistics, and marketing.
- Create a working budget and then a final financial report.
- Work with the Curator and Executive Director on updating the online application platform (FilmFreeway) and make changes as needed.
- Work with Graphic Designer and Director of Communications & Marketing to create an e-blast for the opening of Submissions. Coordinate social media and e-blasts as needed.
- Manage the Movies By Movers email account and respond to emails as needed.
- Notify participants if their films have been accepted or not.
- Work with the Curator to arrange a screening schedule, then with Director of Communications & Marketing to post on website and create Facebook event for the screenings.
- Work with the ADF School Department to coordinate activities between Movie's By Movers and the ADF School including, but not limited to, screenings, classes led by the Director and Curator, and film projects.
- Arrange Curator's travel, accommodations, and transportation to ADF for the film festival and pre-season visits.
- Correspond with venues to arrange screening dates and times, technical aspects, including equipment needs for all screenings, and marketing efforts. Request student transport with the School Operations Office for each screening.
- Work with Graphic/Web Designer to create and print posters of the schedule to be distributed around campus and Durham.
- Attend all festival screenings to oversee and setup/break down equipment.

- If the Curator wishes to schedule an additional screendance-related activity, such as a conference or academic symposium, work with them to coordinate all aspects, including, but not limited to, application process, budgets, room reservations for programming, and hotel arrangements for participants.

International Choreographer Residency (ICR) program (ICR's are self-paid or grant funded)

ICR-Preseason

- Work with the Executive Director, with input from the Director of Finance & Administration, to update the annual budget including the cost per ICR.
- Make sure the ICR webpage is kept up to date with program cost, dates, and information.
- Answer all inquires regarding the program.
- Assist applicants with registration materials including visa application and letter of invitation.
- Assist participants with their travel, insurance, and fees (grant funded).
- Track balances and process payments.
- Prior to their arrival, arrange for housing, linens, cash for food, performance tickets, local transportation, and health insurance.
- Coordinate with the ICR Faculty Advisor to setup meetings and activities within the program over the summer.

ICR-During the summer

- Be the main point of contact for the ICR's throughout the summer season.
- Coordinate initial ICR meeting and weekly meetings with their Faculty Advisor.
- Arrange ICR dinner, ICR cast party, and other activities as necessary.

- Setup participants' summer housing with all needed supplies.
- Create Welcome Packets for each ICR to have upon their arrival to their townhouse.
- Provide transportation to participants while they are in Durham, including to and from the airport.
- Help ICRs register for classes.
- Coordinate auditions for ICR showcase and help schedule master classes (if desired).
- Coordinate the ICR showing, including scheduling technical rehearsal, producing the program, recruiting ushers, creating and distributing marketing materials, and serving as liaison between the choreographers and technical staff.
- Update international lists/ICR lists and follow up with funders post-season