



“the ‘it’ company...one of the most dynamic dance troupes in the country” — *Oregon Public Broadcasting*
“some of the best dancers you will ever see” — *Calgary Herald*
“an essential part of the city’s arts scene” — *The Oregonian*
“a company of slick, skilled dancers” — *The New Yorker*
“Best Dance Company” + “Best Dance Studio” — 2015–2017 *Willamette Week Reader’s Poll*

July 22, 2019

NW Dance Project is seeking candidates to immediately fill our Engagement + Events Coordinator position. This is a full-time, salaried, fully-benefitted (100% employer-paid medical, dental, and vision insurance) position supported by and supporting multiple experienced team members.

Some weekend and/or evening work required during performances and special events.

Event + Engagement Skills and Responsibilities include (but not limited to):

- Coordinate special events including annual fundraising gala, Behind-the-Scenes, and performances
- Plan, coordinate, and manage fundraising and procurement of cash and in-kind donations for our gala live and silent auction packages
- Supervise gala committee and plan gala committee agendas and meetings
- Train and supervise volunteers for show, gala, special events, poster distribution, and mass mailings
- Coordinate and manage all social media platforms including: Facebook, Instagram, and Vimeo. Write frequent social media posts, oversee social media takeovers, and develop and manage all social media initiatives
- Photograph and record video content for social media and rehearsal archives
- Digitally archive photos, music, performances, and rehearsal videos in Dropbox and file all physical collateral materials, brochures, posters, and show cards
- Perform general administrative duties

Requirements / Desired Attributes and Abilities:

- Bachelor’s degree or beyond (or work experience equivalent)
- Administrative experience, preferably in non-profit and/or arts sector
- Event and volunteer management experience
- Social media platforms/postings management experience and proficiency
- Excellent written and oral communication skills
- Excellent customer service skills
- Highly organized and resourceful
- Proficient in Microsoft Office Suite, Social Media sites, DropBox and digital file management, digital photography, video capture and editing, various on-line date management platforms. Wikipedia editing a plus.
- Ability to successfully manage multiple tasks, projects, and deadlines in a fast-paced, resource-scarce environment
- Ability to be both self-directed and to work in differently-sized teams
- Detail-oriented and innovative problem-solver
- Have a valid driver’s license and be willing to drive to run errands
- Ability to lift 50lbs
- Sense of humor and mature, respectful nature

NW Dance Project is an equal opportunity employer. We do not discriminate on the basis of race, color, gender, national origin, age, religion or sexual orientation. Applicants of color are highly encouraged to apply.

To apply, please e-mail your résumé, a letter of introduction and interest, indication of availability, and at least one professional business writing sample, and at least three social media posts and to info@nwdanceproject.org (subject line: Engagement + Events Coordinator position application) by August 16, 2019.

**PO Box 42488 Portland OR 97242 p/ 503.421.7434 info@nwdanceproject.org nwdanceproject.org
Creative Center: 211 NE 10th Ave. (at Davis St.) Portland OR 97232**

NW Dance Project is a registered 501(c)(3) not-for-profit organization Tax ID / 20-2012406

