



“the ‘it’ company...one of the most dynamic dance troupes in the country” — *Oregon Public Broadcasting*
“there’s no mistaking the distinct, delightful genius of NW Dance Project” — *Mass Live*
“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*

NW Dance Project is seeking candidates to immediately fill our Operations Coordinator position.

This is a full-time salaried position with fully paid health, vision, and dental insurance benefits as well as paid time off.

Primary Duties and Responsibilities:

Company Coordination

- Secure, schedule, coordinate, manage, participate in, and serve as liaison for all local, national, and international touring engagements
- Arrange all travel, transportation, lodging, and other logistics for local, national, and international engagements

Production and Personnel Support

- Provide general support to Artistic Director, choreographers, Lighting Designer, Costume Designers, Production and Stage Managers, and front of house support for all performances with an emphasis on event functions
- Provide general support to the Artistic and Executive Director, and additional staff and contractors
- Other duties include picking up or dropping off production and marketing items from storage to performance location; coordination of rental vans, supplies, props, lights to/from theaters/storage
- Generally the first person at a venue and last person to leave with production staff

Administrative Duties

- Website management and content updating
- Collateral distribution for all departments – artistic, marketing and development
- Organizing, re-sizing, distribution of assets to/from suppliers and vendors
- Assist support work for grant submittals and marketing promotions
- Initial point of contact for office technical issues

Qualifications

- Previous general management or company management experience required
- Bachelor’s degree or higher
- Outstanding communication, computer (Mac), and organizational skills
- Self-motivation with the ability to manage multiple projects simultaneously in a fast-paced environment
- Committed to working as a team and individually
- Strong attention to details
- Exceptional interpersonal skills
- Sense of humor and flexibility
- Proficiency with computer applications - Mac, Microsoft Office, database applications, graphic/photo/video editing a plus
- Appreciation for the arts and familiarity with dance

Position Available: Immediately

Salary: Competitive and commensurate with experience, education, experience, skills

Position open until filled

To Apply: Candidates are invited to send a cover letter, résumé, writing samples, and references to info@nwdanceproject.org (no phone calls, please)

All applications will remain strictly confidential. Applications will be accepted until a final candidate is chosen. Please use the following subject line: Operations Coordinator Position.

