

Danspace Project

PROGRAM & OPERATIONS MANAGER JOB DESCRIPTION

The POM is a Full Time (40 hr/wk), exempt/salaried position under the joint supervision of the Program Director/Associate Curator (PD/AC) and the Deputy Director (DD). The POM works closely with the Curatorial Team (PD/AC and Executive Director/Chief Curator) and artists to support Danspace Project programs and publications, with a focus on live public performances and events. POM works closely and collaboratively with the Production Manager (PM), and manages the Front of House Team (Box Office and House Managers).

Areas of responsibility include: acting as artists' liaison, program staffing and facilities management, program department tracking, executing contracts, maintaining timelines, schedules and budgets.

Program planning and facilitation:

- Maintain all necessary Program Department calendars, event schedules & timelines, and contact sheets on behalf of the Curatorial Team and communicate these as necessary to other Depts.
- Maintain all Program Department budgets as directed by DD.
- Assist PD/AC in executing and managing all artists' and other program-related orientation packets and contracts, as approved by DD.
- Arrange travel and lodging for national and international artists as necessary.
- Attend and help facilitate seasonal artist pre-production meetings in conjunction with Production Manager; follow-up as necessary.

Program implementation – facilities, production and events focused (in close coordination with Production Manager):

- Orient artists to general policies & schedules, help troubleshoot artist needs.
- Under the guidance of the PD/AC and DD, create & manage the general schedule of all DSP activity in our rehearsal/performance space - i.e. the sanctuary at St. Mark's Church. This may include contracted residency & productions, rehearsals, classes, partnership and rental events, etc.
- Staff or facilitate the staffing of activities in the space that fall outside the coverage of contracted production schedules covered by the Production Team, such as artist orientation days, non-technical rehearsals, etc. While there is some potential for remote work and flexible hours, this position does require a frequent or generally consistent onsite presence at St. Mark's Church.
- Coordinate & attend some receptions and create signage for events, in collaboration with the Communications/Development Manager
- Participate in Danspace's COVID19 Task Force and help facilitate COVID Protocol policies & implementation in the space.
- Under the guidance of PD/AC and DD, work to hire, schedule, orient and train the Front of House Staff: Box Office Managers & House Managers.

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- Fill in as Front of House Staff in instances where Front of House Staff are not available.

At the advisement or delegation of the PD/AC, assist with:

- Maintaining and adjusting ticketing system capacity
- Processing company comp requests
- Coordinating and managing volunteers and ushers
- Processing online publication and merchandise sales & distribution
- Managing publication and merchandise sales at live events via Front of House Staff

Operations:

- Open and distribute mail; serve as check and balance on DD with regards to incoming checks and bank statements, email daily list of checks to ED/CC, Dev. Dir. and DD.
- Field phone calls, office walk-ins and 'info@' email address.
- Liaison to the Church and other Arts Projects tenants; communicating schedule overlap concerns or clarifying space use and special requests. Attend facility constituent meetings with other DSP staff.
- Assist DD with office equipment & supply management or other facilities projects as necessary
- Attend weekly All Staff meetings (some zoom, some in-person) other cross-departmental meetings as a Program Dept. representative as necessary

As of 07/29/2022