

# Danspace Project

## POSITION AVAILABLE PROGRAM & OPERATIONS MANAGER

Danspace Project (DSP) seeks a Program and Operations Manager (POM).

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.

Come join our team in advancing Danspace Project's commitment to developing and presenting new work in dance, supporting emerging and established experimental artists, and an openness to new artistic ideas! In DSP's programs and operations, a balance of perspectives is sought across considerations of race, sexuality, gender, disability, class, and ethnicity; aesthetic investigations across dance histories, genres and forms; and relevance to DSP's institutional history and memory. DSP's staff and board are guided by these Values ([here](#)) in order to continue to fulfill the organization's Mission ([here](#)).

**PLEASE SEE FULL JOB DESCRIPTION LINK [\[HERE\]](#)**

### **QUALIFICATIONS + SKILLS:**

- Significant program management experience and/or a demonstrated ability to carry simultaneous projects and priorities across multiple timelines.
- The capacity to multi-task and creatively problem-solve in a complex and fast paced environment.
- The capacity to work collaboratively and to communicate respectfully and effectively with a diverse range of constituents. Strong oral and written communications skills.
- Excellent time management skills, well-organized, detail-oriented and self-directed.
- An affinity with the organization's values and an interest or curiosity in the Programs that Danspace Project curates and the artists' that Danspace Project presents.
- Basic working knowledge of theatrical production.

### **DETAILS:**

- **SALARY & BENEFITS:** \$60,000/year. Health insurance, vacation and a generous paid holiday schedule.
- **SCHEDULE:** This position requires a frequent or generally consistent onsite presence at St. Mark's Church, however there is some potential for remote work and flexible hours scheduling pending supervisory approval.
- **COVID19:** Protocols as of 7/22/2022 (subject to change) include: All employees of Danspace Project must provide proof of vaccination and most recent eligible booster, and wear a mask (KN95 or above) while onsite with others.
- **TO INQUIRE:** Please send a brief cover letter or email introduction, and resume with at least two references to Seta Morton, Program Director & Associate Curator, [seta@danspaceproject.org](mailto:seta@danspaceproject.org), cc-ing [jobs@danspaceproject.org](mailto:jobs@danspaceproject.org). The subject line for the email should be: "Program and Operations Manager".
- **TIMELINE:** Interviews for this position will begin immediately. The process will remain open until the right candidate is hired, but with an ideal start date of September 6, 2022.

Danspace Project is committed to providing equal opportunity in employment to all employees and applicants for employment. No individual will be discriminated against on the basis of race, color, religion, sex, sexual orientation, gender identity, ancestry, ethnic or national origin, veteran status, age or disability.