



**Social Media and Administrative Associate
Agreement
Between Heidi Duckler Dance (HDD) and Lily Ontiveros**

Position: *Social Media and Administrative Associate*

Reports to:
Managing Director, Raphaelle Ziemba – Direct Supervisor
Founder/Artistic Director, Heidi Duckler – Second Supervisor

Start Date: Monday, February 15, 2021

Agreement Term: Monday, February 15, 2021 through Friday, December 31, 2021

Office Hours: Monday, Tuesday, Wednesday, & Thursday from 9am-3pm (***Fridays and occasional nights and weekend hours for events and performances are required as needed***). The Social Media and Administrative Associate's requests for time off and/or hour adjustments are required to be submitted to the Founder/Artistic Director at least two (2) weeks prior to the requested changes.

Compensation: \$17 per hour

Pay Frequency: The Social Media and Administrative Associate will be paid within three to five (3-5) days after the final day of each pay period, which is on the 15th and the last day of each month, provided the Social Media and Administrative Associate submits accurate payroll information to the Bookkeeper by the requested deadlines.

Breaks and Overtime: Per California Labor Law requirements, the Social Media and Administrative Associate will receive a thirty (30) minute lunch break for each five (5) hour day worked. **Overtime:** The Founder/Artistic Director must be informed in advance if you are asked to or intend to work beyond five (5) hours per day or twenty (20) hours per week for any reason.

Reviews: The Founder/Artistic Director will conduct a review within three (3) months of the start date of this contract, and then subsequent biannual reviews thereafter. The Social Media and Administrative Associate is required to prepare a document for these reviews outside of office hours that outlines major accomplishments, goals for the future, any personal changes, and any company feedback.

Paid Sick Leave: Per the California Healthy Workplace Healthy Family Act of 2014, after ninety (90) days of employment, the Social Media and Administrative Associate will receive one (1) hour of paid sick leave for every thirty (30) hours worked, with a maximum of twenty-four (24) hours of paid sick leave each year.

Holidays: Seven (7) Holidays per year include – New Year's Day, Martin Luther King Jr. Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, and Christmas Day.



Parking Reimbursement: For each full day worked at the office the Social Media and Administrative Associate will receive \$8 parking reimbursement.

Agreement Duties:

- The Social Media and Administrative Associate agrees to adhere to all staff policies listed in the HDD Company Policy Book.
- Attend weekly staff meetings

Ownership of Social Media Contacts and Electronic Communications: Any social media contacts, including “followers” or “friends” that are acquired through accounts (including but not limited to, email addresses, blogs, Twitter, Facebook, Youtube or other social media networks) used or created on behalf of HDD are the property of HDD. In addition, any electronic communications made on HDD email accounts or any other company software programs are the property of HDD and subject to disclosure by HDD.

Non-disclosure agreement: Whereas the Social Media and Administrative Associate will be party to confidential information of Heidi Duckler Dance (“the Company”), the Social Media and Administrative Associate acknowledges and agrees that all (i) information, reports, documents, financial statements, materials, and contributor lists concerning the Company, (ii) the content and all discussions between the Company and its Board of Directors, contributors and foundations, and (iii) information, reports, and/or documents which contain or reflect additional analysis, compilations or conclusions from the material in items (i) and (ii), above, are confidential information (collectively, the "Confidential Information"). Accordingly, the Social Media and Administrative Associate shall keep such information strictly confidential and shall not disclose such confidential information to any person or entity other than as required by law pursuant to governmental regulations and statutes. This provision shall continue to be effective after termination of this Contract. In the event of the termination of this Contract for any reason, the Social Media and Administrative Associate will return to HDD all records, notes, documentation and other items that were given to, used, created or controlled by the Social Media and Administrative Associate during the term of this Contract.

Injuries/Indemnification: The Social Media and Administrative Associate acknowledges that it is the Social Media and Administrative Associate’s obligation to obtain appropriate insurance coverage for their benefit. The Social Media and Administrative Associate waives any rights to recovery from HDD for any claims or injuries that may be sustained while performing Services under this Contract or that are a result of negligence.

Entire Agreement: This Contract, including any riders, and the exchange of consideration for which it provides, set out the parties’ entire understanding concerning its subject matter and may be modified only



in writing and signed by all the parties. It will be construed in accordance with the laws of the State of California applicable to contracts made and wholly to be performed in that state.

Agreed to and Accepted by:

Signature of Employer _____ Date _____
Printed Name: Heidi Duckler, Founder/Artistic Director of HDD

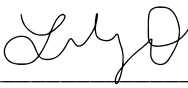
Signature of Employee  Date 02/15/21
Printed Name: Lily Ontiveros



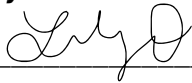
EXHIBIT A

Social Media and Administrative Associate Responsibilities:

- Marketing:
 - Seek out relationships with various arts/entertainment companies and community partners to coordinate cross-promotional opportunities
 - Deliver marketing materials to designated places of interest for HDD events
 - Work with Communications Associate and Managing Director to distribute all press releases, press related events and materials
 - Back up all documentation on photo/video server and hard drives
 - Assist in supervising interns with marketing and social media duties
- Social Media Management:
 - Assist Communications Associate in designing original social media content, ads, and online/print marketing materials using Photoshop/Illustrator, etc.
 - Assist Communications Associate with creating and executing a social media strategy for HDD social media accounts (over Facebook/Twitter/Instagram), scheduling posts and/or posting daily
 - Research and monitor HDD's social media/online impact using applications like Google Analytics
 - Research Google Ads and create a policy to put into place
 - Make HDD website/HDD/NW website updates as needed
 - Research & monitor HDD's social media/online impact and be prepared to report on them at staff meetings
 - Engage with HDD followers and potential followers/partners/funders on all social media platforms
 - Attend most HDD events and rehearsals for social media content and sharing
- Administrative Duties:
 - Assemble donor acknowledgements as donations come in and send to Managing Director
 - Assist with Board of Directors related duties
 - Log donations and contacts into OvationTix – make sure all contacts have appropriate tags and all of their contact information is up to date
 - Pull appropriate reports from OvationTix as needed
 - Keep MailChimp lists up-to-date
 - Check company voicemail messages daily and send notices to staff
 - Manage all hard drives and servers to make sure they are up to date and functioning properly at all times.
 - Work from the office 1 day a week until all covid restrictions are lifted
 - Upload flash drives with The Best of the Quest digital book and mail out to appropriate people
 - Perform other general administrative tasks as needed



Agreed to and Accepted by:

Signature of Employee 

Date 02/15/21

Printed Name: Lily Ontiveros

Signature of Employer _____

Date _____

Printed Name: Heidi Duckler, Founder/Artistic Director of HDD

Signature of Witness _____

Date _____

Printed Name: _____