



DEMOCRATIC DANCE | ARTS EDUCATION | SPATIAL JUSTICE  
*Creating Site Specific Work Since 1985*

**Reports To:** Managing Director

**Location:** Office – Bendix Building, 1206 Maple Ave, STE 11009B, Los Angeles, CA 90015

**Schedule:** Office Hours 9AM – 5PM, but must be able to work some nights and weekends

**Designation:** Full-time, Exempt

**Salary Range:** \$65,000 - \$75,000

**Benefits:** Health Care/Paid Vacation

### **Position Summary:**

Heidi Duckler Dance (HDD) seeks a dedicated **Programs Director** to work closely with the Artistic Director, Managing Director and Education Director in the planning and execution of all of the company's professional programs, artistic residencies, and educational programs. The Programs Director also supervises program staff, production staff and office interns. HDD requires a candidate with exceptional communication and organizational skills, leadership and management skills, and a passion for site-specific productions. The ideal candidate will be an energetic and committed team member who can take direction as well as propose new ideas, and will have a significant impact on the operations and external relations of a multi-disciplinary organization in the field of dance and film.

### **Qualifications:**

- Excellent oral and written communication skills
- Highly developed organizational skills, creative and detail-oriented
- Ability to handle multiple tasks and deadlines
- Work with a fluctuating and dynamic schedule
- Effectively interact with HDD's constituents, stakeholders and community partners
- Proficiency in project management & ticketing software (e.g. Neon, Square) preferred.
- Minimum 2 years of project management experience; background in the arts preferred.

### **Programs Director Responsibilities:**

- Assist Managing Director with all company productions and annual gala event.
- Assist Education Director with all education programs as needed.
- Initiate and set goals for programs based on the organization's strategic objectives.
- Ensure programs always support and advance the organization's mission and meet grant requirements.
- Set goals for the programs and track progress, set-backs, and overall performance.



DEMOCRATIC DANCE | ARTS EDUCATION | SPATIAL JUSTICE  
*Creating Site Specific Work Since 1985*

- Before the rehearsal process begins check in with Artistic Director and the design team to create timelines, task list, and contact sheet.
- During the rehearsal process create a master contact list, coordinate schedules and load-in/load-out; Supervise site/production manager and oversee their completion of the following tasks; tracking props, costumes and attendance of all artists and crew; generating and distributing rehearsal/performance reports to all staff, cast and crew.
- Stand in for site/production manager for productions as needed.
- With Managing Director, schedule and supervise production meetings, show up to each meeting on time and fully prepared, and report all production activities to the Leadership Team on a regular basis.

Leadership Team includes;

- Founder/Artistic Director, Heidi Duckler, Director of Development & Communications, Raven Richard and Managing Director, Raphaelle Ziemba.
- Manage and maintain the company's storage spaces and coordinate the inventory and transportation of appropriate supplies and equipment to and from each site.
- Relay to the Leadership Team any special communications needs, including maps, signage, etc. for each performance site.
- Create "Know-before-you-go" email draft at least two (2) days prior to performance.
- With Managing Director coordinate supply runs and purchasing of props as needed.
- Manage recruitment and supervision of volunteers for performances, special events and Salons.
- Manage Front of House and Box Office at performances, special events and Salons as well as set up and break down of all events in coordination with the Managing Director.
- Post event - Organize storage day with staff and volunteers and create an inventory sheet.
- Assist Managing Director with work samples for grants and final reports and contribute to company grants, applications and proposals when needed.
- Research creative program ideas for potential grants with guidance from the Artistic Director.



DEMOCRATIC DANCE | ARTS EDUCATION | SPATIAL JUSTICE  
*Creating Site Specific Work Since 1985*

- Research potential partners/organizations for new grant and program opportunities.
- Lead bi weekly meetings with the leadership team to discuss execution of grant expectations in advance of programs.
- Maintain photographer and videographer list/contacts
- Research company opportunities including film festivals, touring, festivals, and residencies.
- Assist with Bendix rentals and artist events as needed.
- Ensure accountability and compliance with all company production policies.
- Exemplify the highest professionalism and ethical standards in all company related activities and at all production meetings.
- Build positive relationships with the production staff, partners, and vendors to foster high morale and ongoing commitment to the company.

Please note this description is not designed to cover or contain a comprehensive list of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change in response to organization need at the discretion of the Founder/Artistic Director and/or Managing Director.

HDD is an equal opportunity employer. We strongly encourage and seek applications from women, people of color, including bilingual and bicultural individuals, as well as members of the LGBTQ+ communities.

**To Apply**

Please send a cover letter and resume to Raphaëlle Ziemba, Managing Director at [raphaëlle@heididuckler.org](mailto:raphaëlle@heididuckler.org). Please use the subject line: "Programs Director: [Your Name]."