

Title: Outreach and Development Coordinator for Festival Dance and Performing Arts (one vacancy).

Start Date: Early July 2017

Salary/Hours: \$15/hour with a maximum of \$7500 per year. This is equivalent to 12.5 hours per week for 40 weeks each year (majority of hours will be used from September to late June with flexible hours in July and August).

Organization Description: Festival Dance and Performing Arts is a multi-faceted non-profit organization in residence at the University of Idaho. Our mission is to provide access to quality arts education and programming through Festival Dance Academy (serving ages 4 to adult), our annual *Great Performances* professional dance series, and extensive outreach activities and collaborations with numerous community and university organizations and public schools. We serve Latah and Nez Perce Counties in Idaho, and Whitman County in Washington. This part-time position is ideal for someone who believes in the positive impact that access to the performing arts can have on children and communities.

Position Description: Festival Dance seeks an Outreach and Development Coordinator responsible for administering outreach programs (including Youthreach Performances and the Discover Dance Program--see descriptions below), and for coordinating Festival Dance development efforts (including grant writing and facilitation of sponsors, donors, and advertisers).

Youthreach Performance Description: These are educational performances presented by professional touring dance and music companies that include lecture, demonstration, performance, audience participation, and question and answer sessions. Festival Dance aims to coordinate four Youthreach performances each year, free for area schools to attend. Three Youthreach performances take place at venues in Moscow or Pullman, and one is held at Lapwai Elementary School.

Discover Dance Program Description: This program is a 3-class series that covers the evolution of dance and is taught in area schools by a professional dance instructor. The 3-part series typically includes one class in African Dance, one class in Jazz/and or Swing dance, and one class in Hip Hop. These classes are taught during regularly scheduled physical education classes in conjunction with each school's P.E. and/or music teachers. Six to seven 3-class series are taught each year. At least one of these series is taught in a rural school.

Major Responsibilities for Outreach Coordination (Youthreach):

- In consultation with Festival Dance Director, schedule Youthreach programs as part of dance company residencies, paying close attention to dates relative to when schools are in session, and coordinating with availability of venues that can accommodate company technical needs (microphones, sound, etc).
- Maintain mailing list of all schools and notify them when companies have been selected, indicating dates and descriptions of programs to be presented.
- Obtain and send out study guides to help teachers prepare their students to attend (sometimes study guides will need to be created).
- Create and distribute teacher evaluations at performances.
- Introduce performances and document performances and class discussions through photo and video.
- At end of year, produce a video documenting all Youthreach programs with videos and photos collected throughout the year.
- Make sure each program meets organizational goals for outreach.

Major Responsibilities for Outreach Coordination (Discover Dance):

- Find instructor and confirm instructor(s) availability to teach classes.
- Select schools for programs: At least 3 schools, one of which should be rural (Troy, Genesee, Potlatch, Lapwai).
- Find teacher contacts and coordinate class times with instructor availability.
- Send curriculum to teachers.
- Document at least one program with photo and video.
- Send out and collect evaluations from teachers.

Major Responsibilities for Development Coordination:

- Grant Writing: candidate will be responsible for conducting the full range of activities required to write, prepare, submit, and manage grant applications, including documentation of funded projects (through photo and video) and grant reporting.
- Perform research to find new funding opportunities.
- Comply with all grant reporting as required by funding agencies.
- Understand Festival Dance history and programs.
- Maintain current records in database and in paper files, including grant tracking and reporting.
- Seek out and coordinate facilitation of potential sponsors, donors, and advertisers.
- Assist with other fundraising projects as requested, including annual fundraisers (Champagne Benefit and Dance Competition).
- Other duties as assigned.

Knowledge and Skills:

- Strong written communication skills; ability to write clear, structured, articulate, and persuasive proposals.
- Strong editing skills.
- Knowledge of basic fundraising techniques and strategies.
- Strong knowledge of all Microsoft Office Programs
- Familiarity with Quickbooks
- Familiarity with photo editing and movie making software, OR ability and initiative to learn how to use these programs.
- Attention to detail.
- Ability to multi-task while meeting deadlines.
- Experience writing proposals.
- Knowledge of research techniques for seeking out new sources of funding.
- Comfortable working with children.

Qualifications:

- Proven expertise in writing ability.
- Completion of an undergraduate degree.
- Previous experience with non-profit fundraising is desirable.
- Experience working in deadline-driven environments.
- Able to work well in a team environment, handle multiple assignments and meet deadlines.
- Experience working with budgets and meeting income goals.

TO APPLY: Candidates should submit the following:

- Letter of Interest
- Curriculum Vitae
- Contact information for three references
- Writing sample

Please submit required information to: Abby Glanville, Director of Festival Dance and Performing Arts, by email to abby@festivaldance.org

OR by mail to:

Festival Dance and Performing Arts
875 Perimeter Drive MS 2403
Moscow, ID 83844

Application Deadline for priority consideration is May 15th, 2017. For more information about Festival Dance and Performing Arts please visit <http://www.festivaldance.org>