



Digital Program Coordinator

Background

ODC is a ground-breaking contemporary arts institution: a world class dance company, a presenting theater, a dance school for movers of all ages and abilities and ODC/Health with initiatives including a fee-free Healthy Dancers' Clinic and ODC fit. Known nationally for its entrepreneurial savvy as well as artistic innovation, the organization is unique for its fully integrated vision. Operating in San Francisco's Mission District for 50+ years, and through a robust digital platform, our programs and activities contribute to San Francisco's and our region's vibrant dance and arts ecosystem, community development, arts education, and access to creative art-making. ODC strives to cultivate artists, inspire audiences, engage the community, and foster diversity and inclusion through dance performance, training and mentorship.

Position Summary

The Digital Program Coordinator is a primary point-of-contact staff member for ODC's digital programs and special projects. Reporting directly to the Executive Director, and working in close coordination with the organization's Entrepreneur-in-Residence for Digital Programs, Founding Artistic Director, Associate Director of Artistic Planning and Director of Production, the Digital Program Coordinator manages the Digital Program Assistant, and contracted specialists for specific projects as assigned. The role also serves as a liaison, helping coordinate execution of production and distribution of digital projects with relevant members of ODC teams. This is an at-will, full-time, non-exempt role (eligible for overtime) with an expected time-base of 40 hours per week.

Roles and Responsibilities

The duties and responsibilities of this position include, but are not limited to:

- As assigned by the Entrepreneur in Residence, Executive and Artistic leadership, helps execute production logistics for film shoots and other digital content capture on campus and on location, and helps plan and disseminate internal communication about those logistics to facilitate org-wide coordination.
 - Assigns and tracks deadlines and deliverables, and oversees work process for the Digital Program Assistant and other team members or contractors as needed through Asana, Slack, and G-Suite.
- With the Digital Program Assistant's support, responsible for hands-on delivery of digital program activities assigned by Executive Director in coordination with the EIR for Digital Programs, from helping design concept to content capture and other specific tasks in post-production and distribution/streaming of digital content.



- Shoots and edits long-form and short-form digital products across all ODC programs (dance company, theater, school, and health including fit, PE, as well as for Development and for all delivery platforms--e.g.; live-streamed, VOD, hybrid, Connect).
- Manages media cards for shoots and organizes and manages media (raw footage, final edits, archiving) and integrates into ODC's production systems and flow. Role delivers this function hands-on when needed.
- Oversees the Digital Program Assistant and their coordination with the Audience Services Coordinator to support set-up, content upload and/or management of video content delivery systems, U-Screen, and streaming digital platforms, and website media integration.
- Assists with capture and editing of content for and, as needed, with hands-on delivery of live streamed events.
- Ensures that ODC's production values, branding guidelines, and community agreement/values are maintained across all digital program projects and products.

Qualifications

- Minimum 21 years of age and eligible to work in the US
- Based in proximity of the Bay Area to allow regular on-site work on the ODC campus (351 Shotwell Street and 3153 17th Street, San Francisco, CA 94110)
- Minimum of 3 years content creation experience (filming, editing, coordinating) on both short-form and long-form projects for digital platforms.
- Experience shooting with a variety of digital cameras (Sony, Canon, Black Magic, etc.)
- Experience operating teleprompter programs
- Demonstrable experience and skill with current filming/editing techniques and awareness of visual trends
- Experience with digital multimedia software and systems (ie: Uscreen, Vimeo, Premiere Pro, After Effects, Final Cut Pro, Logic, Pro Tools, Photoshop, InDesign)
- Excellent time management and project management skills in order to multitask and meet deadlines in a fast paced environment
- Demonstrable ability to think conceptually and executionally to effectively tell visual stories
- Excellent written and verbal communication skills
- Receptive to notes and feedback throughout the concept and production process
- Comfortable working with a full range of age groups and with people of all backgrounds and abilities in a dynamic, culturally diverse dance environment that prioritizes both artistic rigor and accessibility



- This role’s work is primarily performed in an office and a performing arts center environment and involves hands-on digital capture of performance and special event capture. Candidate must be able to lift and manipulate cameras and other equipment essential to delivery of this role
- Working knowledge of project management software and communication tools (ie: Asana, Slack, G Suite) a plus
- Passion for or knowledge of dance and the arts a plus

Compensation and time base

\$30 - 36.50 per/hour DOE

This is an at-will, full-time, hourly position, eligible for overtime. With a minimum time base of 30 hours per week and not to exceed 40 hours per week, this position is based on ODC’s San Francisco, CA campus and offices with arrangements for some remote work as arranged with the Executive Director, Entrepreneur in Residence and/or Founding Artistic Director. Role earns and accrues ten (10) days per year of paid time off. In addition, as a member of ODC’s full-time staff, role receives three (3) additional days as floating holidays. Role also receives these paid holidays each year: New Year’s Day, MLK or President’s Day, Memorial Day or Juneteenth, Independence Day, Labor Day, Thanksgiving Day, and ODC’s administrative winter break—which falls in 2021 from December 24 – December 31.

As a dance organization committed to physical well-being, role is entitled to participate in the same medical, retirement and other benefit plans open to other full-time employees. Additional benefits include pre tax commuter deductions, access to tuition-free dance classes at ODC, and access to complimentary tickets to select ODC performances.

To Apply

Please email to: HR@odc.dance:

- Resume
- Cover Letter

Reference “Digital Program Coordinator” in the subject line.

This is a non-profit organization. At ODC we believe the vitality in the San Francisco Bay Area is contingent upon continued exposure to a variety of perspectives, beliefs, and wisdom. Our work at ODC is challenging and exciting. We attract people who are committed to dance and the arts and we are willing to work hard to engage our audiences and serve our communities. If you want to make a difference, challenge yourself and help us continue to innovate, we welcome your energy and talents.



People of color and people with disabilities, of diverse sexual orientations, gender expressions and identities are welcome and encouraged to apply.

No phone calls please.

Principals only. Recruiters; please don't contact this job poster.

Please do not contact job poster about other services or products.