



## Theater Associate, Operations Coordinator

### Background

ODC is a groundbreaking contemporary arts institution, delivering its mission through a world-class dance company, an innovative presenting theater, a dynamic digital platform, a dance school for movers of all ages and abilities, and ODC Heath with initiatives including a fee-free diagnostic and educational Healthy Dancers' Clinic, and fitness offerings informed by dancer training for all levels and abilities. Guided by Founding Artistic Director Brenda Way; Kimi Okada as Director of ODC School and Associate Choreographer; and, Carma Zisman as Executive Director, ODC is nationally recognized for its entrepreneurial spirit and artistic innovation. Unique for its fully integrated vision, ODC strives to inspire audiences, cultivate artists, engage community, and foster diversity and inclusion through dance performance, training, and mentorship. ODC operates a three-building campus including a Dance Commons and the ODC Theater in San Francisco's Mission District, and a robust digital program for classes, performances, and engaging dialogue. ODC's programs and activities have contributed to community development, arts education, and access to creative art-making for more than 50 years.

### Position Summary

The ODC Theater Associate, Operations Coordinator is a key member of ODC Theater's staff, reporting directly to the Creative Director of ODC Theater. ODC Theater Associates manage a portfolio of events on which they are the lead booking contact, working closely with teams across ODC to ensure exceptional service for artists, audiences, and other community members engaging with the organization and their projects. The role contributes to brainstorming and collaborative problem solving in order to deliver the mission and strategic goals of the organization.

Theater Associates each have an additional designation. The Operations Coordinator helps to design and deliver on-going effective operations and strategic projects for ODC Theater and across ODC's campus.

### Roles & Responsibilities

#### Event Portfolio Management:

- Ensure that events at ODC Theater are executed smoothly from start to finish, responsible for timely delivery of project milestones, tracking receipt of materials and information to and from artists or other external constituents such as applications, contracts, intake forms, resources, invoices, and feedback surveys.
- Manage event onboarding for artists/event leads, including but not limited to identifying project goals, intaking project materials, contracting, and providing

orientation to ODC Theater facilities, services, operations, values, and community agreements.

- Liaise between artists/event leads and relevant ODC / ODC Theater staff to ensure the team understands event components and can deliver projects successfully.
- Participate in problem solving and coordinating internal teams to guarantee seamless stewardship of artists and events.
- Co-Manage ODC Theater's event production schedule in collaboration with other Theater Associates.
- Welcome, check-out keys, provide campus tours, and facilitate smooth onsite experience for artists, audiences, vendors, and other guests arriving at ODC Theater.
- Be present onsite when theater is in use by portfolio projects to serve as liaison for artists/event leads and ODC staff.
- Attend opening night of portfolio projects.
- Manage, review, and submit reconciliation materials, submitting final payment requests as needed.

### **Operations Coordination:**

- Take an active leadership role in designing, implementing, and maintaining smooth venue operations and internal communications with relevant staff.
- Track and ensure timely payments related to ODC Theater contracts/contractors.
- Oversee general Theater administrative tasks, including managing project tools (including but not limited to Asana, Google Drive files, DocuSign), supplies, equipment, and coordinating with external vendors.
- Coordinate with Facilities and Theater staff to maintain stocked resources in ODC Theater, including its theater, administrative offices, green room, lobby, and box office.

### **Additional Responsibilities:**

- Take an active role in planning and executing lead generation, outreach, and sales acquisition for rentals of ODC Theater to deliver earned revenue budget goals.
- Prepare departmental check requests with project coding.
- Coordinate team-wide scheduling for the Theater department.
- Track and prepare meeting agendas.
- Assist in and/or own special projects as assigned.

### **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, 3153 17th Street, and 3175-3177 17th Street, San Francisco, CA 94110).
- Bachelor's degree or higher education certification, preferred.
- Minimum 5 years of professional experience in an arts or cultural organization.
- Passion for supporting the development of the arts/dance field.
- Demonstrable leadership, organizational, and interpersonal skills.
- Ability to work proactively both with a team and independently.
- Excellent written and oral communication skills.
- Demonstrated success in innovating solutions to increase productivity and profitability.
- Availability to work frequent evenings and weekends as required.

## Physical Demands and Work Environment

- Work is performed in a performing arts facility, theater, and office environment.
- This is an onsite role with the option for some remote work as approved by the Creative Director.
- Regularly sits at a computer station and operates electronic equipment.
- Must be able to lift and manipulate theater equipment.
- Available to work frequent evenings and weekends.

## Compensation and Time Base

- This is an at-will, hourly part-time position.
- Base pay is \$24-25/hour, 20-25 hours/week, with the possibility for additional hours scheduled by the Creative Director during ODC Theater's core season activities.
- Sick time accrued as hours worked.
- Complimentary tickets available for ODC theater events and ODC performances.

## To Apply

- To apply for this position, please email your current resume and a cover letter to: [HR@odc.dance](mailto:HR@odc.dance)
- Note, please reference "Theater Associate, Operations Coordinator" in the subject line.

**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.**

*At ODC we believe the vitality of life 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.*