



Theater Program Associate

Background:

ODC is a groundbreaking contemporary arts institution, delivering its mission through a world class dance company, an innovative presenting theater and digital platform, a dance school for movers of all ages and abilities, and ODC Health with initiatives including a fee-free diagnostic and educational Healthy Dancers' Clinic, and a fitness program for all levels and abilities. Guided by Founding Artistic Director Brenda Way, 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 two-building campus consisting of a Dance Commons and the ODC Theater in San Francisco's Mission District (when in-person activities are allowed), 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 50 years.

ODC Theater exists to empower and develop innovative artists. It participates in the creation of new works through commissioning, presenting, mentorship and space access; it develops informed, engaged and committed audiences; and advocates for the performing arts as an essential component to the economic and cultural development of our community. This 170-seat venue is the site of over 150 performances a year involving nearly 1,000 local, regional, national and international artists. Since 1976, ODC Theater has been the mobilizing force behind countless San Francisco artists and the foothold for national and international touring artists seeking debut in the Bay Area. The Theater, founded by Brenda Way has earned its place as a cultural incubator by dedicating itself to creative change-makers, those leaders who give the Bay Area its unmistakable definition and flair. Nationally known artists Spaulding Gray, Diamanda Galas, Bill T. Jones, Eiko & Koma, Ronald K. Brown/EVIDENCE, Karole Armitage, Sarah Michelson, Brian Brooks and John Heginbotham are among those whose first San Francisco appearance occurred at ODC Theater. ODC Theater is currently under the Creative Direction of Chloë L. Zimberg.

Position Summary:

This is a full-time, hourly position (eligible for overtime), reporting to ODC Theater's Creative Director. The Theater Program Associate collaborates with and assists the Creative Director to develop and implement strategy for ODC Theater's programming to deliver essential revenue, community engagement, and artist service goals. The ODC Theater team works in concert with ODC's Production, Operations, Marketing, Digital, Facilities, and Development teams to deliver high-level and personable service to the artists, audiences, and communities that it serves through presentation, rental, and

community engagement programs and activities. The Program Associate is responsible for the smooth day-to-day development and management of departmental templates, operations, and timelines, also assisting the Creative Director in coordinating and delivering the Theater's many ongoing and special projects. With the Creative Director, the Program Associate serves as a representative and host of ODC Theater as needed at in-person activities. They host or attend ODC Theater related activities such as performances and community engagement activities at ODC Theater and participate in related ODC and ODC Theater staff meetings, retreats, and events.

As COVID-19 restrictions are lifted on in-person activities, this role will be based in ODC's campus at 351 Shotwell Street and 3153 17th Street in San Francisco. When appropriate/required, remote work will be allowed and arranged with the Creative Director.

Compensation:

\$26-28/hour DOE. As a dance organization committed to physical well-being, ODC's benefits package currently includes health coverage for full-time employees (vision and dental coverage are available at the employee's cost), two weeks paid vacation, sick leave, access to free dance classes, complimentary tickets to select performances, and a dynamic work environment.

Essential Duties and Responsibilities:

Artist Experience

Liaise with appropriate staff to ensure Artists' excellent experience with ODC Theater and on ODC campus

- Field program inquiries, track and maintain department's assets, and serve as the primary point of contact to communicate program processes and initiatives with individuals (both internal and external) inquiring after ODC Theater programming.
- Assist Creative Director in identifying needs, strategizing and tracking delivery of coaching and development services for Artists to support capacity building goals.
- Ensure that Artists are seamlessly stewarded by liaising with their teams and ODC Operations, Production, Marketing, and Digital departments as needed.
- In concert with Creative Director and Executive Associate, ensure that an ODC representative is present to welcome Artists, check out keys, and provide a campus tour and staff introductions on the first day of Artists' activities on campus.
- Coordinate with the ODC Facilities and Operations teams to maintain and ensure ODC Theater and its Green Room are stocked with resources and hospitality as needed/appropriate.

Guest Curator Cultivation and Stewardship

- Assist Creative Director in fielding, tracking, and organizing applications for or inquiry after curatorial opportunities at ODC Theater.
- Liaise with Guest Curators and assist in implementing and staffing their collaborative processes as necessary/appropriate.

Operational Support

Intake & Contracting - Support ODC Theater Artists at project intake by:

- Identifying project goals
- Communicating the arc of production to Artists
- Communicating and tracking program appropriate/specific details and tasks with Artists and relevant ODC staff
- Preparing and managing ODC Theater contracting process for Artists' projects: receiving and tracking execution/fulfillment of Artists' contracts including, but not limited to companion elements to contracts such as technical riders, project proposals, applications.
- Providing contact review/consult to Artists
- Onboarding Artists with orientations to ODC campus and ODC community agreements

Project Onboarding

- Liaise and provide introduction and identification of roles/functions between Artists and appropriate ODC staff
- Communicate with Artist's creative team and ODC staff to ensure awareness, understanding and actions needed with timeline(s) for Artists' project components
- Communicate and track progress of key timelines, deadlines, and milestones for ODC staff and artists and their appropriate creative team members.

Program Coordination

ODC Theater: Rentals

- Manage artist services such as application based discount initiatives and regrating initiatives in coordination with appropriate ODC staff and ODC Theater Guest Curators.
- Plan and deliver lead generation, outreach, and sales acquisition of both artistic/performance rentals and commercial/corporate/private rentals at ODC Theater. Advance and implement outreach and sales strategies in concert with ODC Marketing.

ODC Theater: State of Play Festival & Fall Season

- Assist Creative Director in oversight of ODC Theater's annual two week festival, State of Play, and Fall Season
- Liaise with Guest Curators, Director of Production, Director of Marketing & Communications, and Director of Development to ensure smooth execution of presented shows and associate public/community engagement and donor cultivation/stewardship events.

ODC Theater: Community Engagement

- Liaise with Guest Curators and manage Lobby Nights programming, including coordinating installations with artists and ODC Facilities in the Theater Gallery and coordinating the monthly first Friday art openings that include pop up performance and a dance "open mic."

- Coordinate monthly free public engagement activities programmed by Creative Director.

Special Projects and Other Duties as assigned.

Required Qualifications:

- Must be 21 years of age and eligible to work in the US
- Must be available to work on-site at ODC campus in San Francisco when Covid-19 protocols allow return to in-person work
- Bachelor's degree or higher education certification
- Minimum 3 years professional experience working for an arts or cultural organization
- Passion for supporting the development of the arts and culture sector and dance field
- Ability to work proactively both with a team and independently
- Demonstrable leadership skills
- "Big picture," critical, and creative thinking skills
- Demonstrable experience with and commitment to relationship cultivation and stewardship.
- Excellent organizational skills and attention to detail
- Ability to keep and track accurate financial records
- Excellent interpersonal, written, and oral communication skills
- Demonstrated success innovating solutions to increase productivity and profitability

To Apply

- To apply, please send a cover letter and resume to hr@odc.dance. Please reference "Theater Program Associate" in the subject line of your email. Position is open until filled. No phone calls, please.

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.