



Position Description

Title: Part-Time Community Programs Coordinator (20 hours per week)

Reports To: Community Programs Director

Join an internationally acclaimed arts organization at a pivotal time in its history. Celebrating 40 years, Alonzo King LINES Ballet (LINES) is part of the cultural fabric of San Francisco and is known around the globe for its impact on shaping the future of ballet and dance education. Founded by visionary choreographer Alonzo King, the organization has been recognized for its world-premiere performances featuring unique collaborations and transformative education programs that nurture creativity, self-discovery, empathy, and risk-taking.

LINES Community Programs includes:

- HeART with LINES: Funded in-school and afterschool residency programs for Bay Area public schools and community center partners.
- HeART of Market: Free outdoor spring showcase featuring spring semester HeART with LINES classrooms, including performances by LINES BFA, LINES Training Program and the Company.
- Dance for PD® at LINES: Free class for people with Parkinson's Disease and their caretakers.
- Contracted Services: Customized master classes, workshops, mini residencies and events

Duties and Responsibilities:

- Work closely with the Community Programs Director coordinating all activities related to HeART with LINES, HeART of Market, contracted services, and Dance for PD® at LINES.
- Regular communication and coordination with Teaching Artists and Community Partners regarding all residency activities, including classes, community engagement opportunities, professional development workshops, and public performances.
- Manage and coordinate the program's overall schedule and seasonal calendar as well as contracts and community partner service agreements.
- Establish and maintain solid professional relationships with program partners.

Non-Physical Demands/Qualifications:

- Passionate about AKLB's mission and impact.
- Outstanding communication (oral and written) and interpersonal skills.
- A background in community-based programming is highly preferred.
- Excellent time management skills and the ability to manage a variety of projects simultaneously.
- A proficient and functional understanding of Google Sheets and Google Docs.
- Careful attention to detail while being able to work within a solid understanding of the bigger picture.
- Ability to work independently on a variety of projects and maintain a sense of priority and initiative without daily guidance from the program director.

- Must be able to work flexible hours when needed.

Physical Demands/Qualifications:

- Works under pressure to meet organizational needs and other deadlines.
- Flexing and extension of wrists and arms 20-60% of workday.
- Must be able to reach, bend, or stoop.
- Must be able to reach over the head.
- Must be able to lift up to 20 lbs.