

ALONZO KING LINES BALLET

COMMUNITY

Position OPENING:

Community Programs Coordinator

LINES Community Programs provides a rich space for students to learn dance concepts, experiment and improvise with movement, develop their own ideas through the choreographic process and a foundational entry point into the world of dance! Community Programs partnerships invite students to utilize critical thinking skills, build confidence, and develop a deeper sense of self and social proficiencies through collaboration and project-based learning. Our programming is founded on our *HeART with LINES* curriculum, designed to connect the philosophy and approach of Alonzo King to the everyday experience of students, youth and families in the Bay Area. We invite you to learn more about us here: <https://linesballet.org/dance-education/>

General Description:

LINES is seeking a dynamic, self-motivated and experienced individual to join our Community Programs team. The Community Programs Coordinator performs administrative duties for LINES Community Programs, executing the coordination and communication tasks required for the daily operations of the program, acting as a primary point of contact for in-school, after-school and summer camp partners. Tasks are related to residencies, master classes, Field Trips, School Site Performances, Student Matinees, Family Workshops, HeART of Market spring showcase, and Professional Development Workshops. The Community Programs Coordinator regularly interfaces with fellow LINES staff, including Community Programs Teaching Artists, Dance Center Studio Operations Manager, LINES Training & Summer Program Director and associates.

Details:

Location: LINES Ballet Dance Center and some remote, as well as on-site observations/facilitation at Bay Area school sites

Status: Part-time, Non-exempt (20-30 hours weekly)

Reports To: Director, Community Programs

Pay: DOE \$22-25/hour

Responsibilities include:

- Primary point of contact for activities related to residency programs, contracted services and events including but not limited to residencies, master classes, Field Trips, School Site Performances, Student Matinees, Family Workshops, HeART of Market spring showcase, and Professional Development Workshops.
- Regular communication and coordination with Teaching Artists regarding residency activities including but not limited to class rosters, assessments, certificates, lesson plans, and timesheets.
- Regular communication and coordination with LINES Community Partners regarding residency activities, including scheduling, residency agreements, professional development workshops, and in-school and public performances.
- Establish and maintain solid professional relationships with program partners.
- Weekly meetings with Community Programs Director.

Non-Physical Demands/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 at LINES Dance Center (26 7th Street, San Francisco, CA 94103) and at designated partner school sites
- Minimum of 2 years of relevant, administrative experience required
- Experience with youth and families. Previous work in a school or community program and experience is a plus
- Excellent written and verbal communication skills
- Organized and attentive to detail
- Ability to handle multiple tasks in a fast-paced environment
- Comfortable working with a full range of age groups and with people of all backgrounds and abilities in a dynamic, culturally diverse dance environment
- A proficient and functional understanding of the Google Suite and Canva
- Must be able to work flexible hours when needed.

Physical Demands/Qualifications:

- 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.

Benefits:

All LINES employees are eligible for mandated insurance programs and time off: State Disability, Unemployment Insurance, Paid Family Leave, Workers Compensation, Medicare/SS, Paid Sick Leave, pro-rated vacation/holiday time if working minimum of 20 hours weekly, participation in FSA Transit, 403(b) retirement participation, discounted LINES retail merchandise, free classes taught by in-house faculty, subject to availability: free tickets to LINES Company and other in-house performances.

To Apply:

Please email resume and cover letter to community@linesballet.org
No calls, please.

Equal Opportunity Statement:

LINES is an equal opportunity employer embracing a workforce that reflects the exceptional diversity of the Bay Area and our country. We comply with all applicable state and local laws governing nondiscrimination in employment. We foster a work environment where people feel welcomed regardless of race, color, religion, age, sexual orientation, sex, gender identity and expression, national origin, physical and mental disabilities, marital or partner status, pregnancy and military status.