

VELOCITY

VELOCITY DANCE CENTER

Creative Producer Call

About Velocity:

Founded in 1996, Velocity is an artist-led nonprofit in Seattle, WA that is dedicated to providing Seattle dance-makers with the resources, advocacy, and collaborative support they need to blossom their ideas into impactful art and community actions. This is central to our mission to advance contemporary dance and movement-based art by fostering the creative explorations of artists and audiences. We do this through flexible and responsive platforms that support dance research and creation, movement education, and opportunities to share and experience contemporary dance performance.

Our core programs include Velocity's Creative Residency Programs, a ladder of new work incubator programs and process-driven residencies; Movement Education Programs, which provide training and classes for beginning through professional dancers, including the Seattle Festival of Dance + Improvisation; and Velocity Presents, a full season of performances, discussions, and community collaborations.

Velocity's programs create employment and artistic opportunities for more than 100 artists each year and our work reaches up to 20,000 audience members and class-takers annually.

About the Role:

Title: Creative Producer (non-exempt full-time)

Starting: Monday, January 2, 2022

Application Deadline: Rolling consideration, with a final deadline on Monday, Dec 19, 2022

Hours per week: 35-40. Work hours are flexible, but generally our team works weekdays between 10:00 am - 6:00 pm, with work on weekends and evenings for performances and events.

Place of Work: Ongoing administrative work will be performed remotely. Weekly team meetings and core season events will take place at 12th Avenue Arts | 1621 12th Ave. Additional events may take place in other venues across Seattle.

Immediate supervisor: Executive Director, Erin Johnson

Salary Range: \$43,000 - 48,000

Benefits: Full-time employees are eligible for 100% employer paid medical and dental insurance through Kaiser Permanente. Full-time employees receive eight paid holidays, 80 hrs of paid vacation, and 52 hrs of paid sick leave each year.

Position Overview:

The Creative Producer will be a central role at Velocity, working closely with Velocity's Executive Director and rotating Curating Artist in Residence (CAiR), while collaborating externally with our many artists and project partners. The position will lead production timelines and task-management of Velocity's programming (residencies, classes, performances). The Creative Producer will be attentive to both small details and the big picture of each project, connecting between the technical production tasks, the artist liaison, and internal to the Velocity team. They will need to both foster relationships centered on empathy and equity while holding the team accountable to timelines, deadlines, and deliverables.

This is an opportunity to be a present driving force in the planning and execution of some of Seattle's most exciting dance projects, while working under Velocity's mission to serve Seattle-based artists and vision of a vibrant and sustainable Seattle dance ecology.

Responsibilities Include:

Production Management and Implementation

- Work closely with leadership to implement project in line with the curatorial and artistic vision
- Develop and manage the execution of production timelines + project budgets
- Serve as point person for external project partners and creative teams
- Coordinate internally with marketing + audience services staff
- Coordinate program open applications + collaborative curatorial processes
- Draft artist + partnership agreements from template, and work with the Executive Director to execute and maintain compliance and timely payment
- Provide logistic and project support including coordinating travel, lodging, rentals, and interpretation.
- Create and manage technical schedule, tasks, and contracted technical staff
- Manage program interns and/or contracted program staff
- Attend weekly staff meetings

Cultivation of Relationships

- Work with Executive Director + CAiR to engage current and prospective local and national partners in developing Velocity projects + artists
- Work with Velocity Executive Director to grow earned income through the expansion of revenue generating initiatives + partnerships

Required Skills/Qualifications:

- Highly organized with self-motivated drive and the ability to work collaboratively.
- Strong capacity for building and stewarding relationships.
- Open and responsive communication style, and a comfort with “ask culture,” and saying and receiving “no.”
- Commitment to anti-racism and care-centered culture, through engaging in transparency and accountability processes when there are ruptures and repairs.
- Awareness of current contemporary dance ecology in Seattle, WA. Desired interest and connections in the national contemporary dance community.
- Professional experience, knowledge, and enthusiasm for producing, management, and administration in the arts. Relevant (but not required) degrees may include bachelor's degree or higher in dance or arts management.
- Proficiency in Google Suite and comfort with social media platforms.
- Optional experience using Salesforce and Patron Manager, Adobe Design Suite, and Wordpress

Equal Employment Opportunity:

Velocity Dance Center is an equal opportunity employer. This means we do not discriminate in employment decisions, practices, or policies, on the basis of any legally protected status, including race, color, national origin, citizenship status, creed, religion, sex, age, marital status, physical or mental disability, sexual orientation, gender identity, genetic information, veteran or military status, ancestry, political ideology, use of a trained guide dog or service animal, and any other factor prohibited by federal, state and local laws.

How to Apply:

To apply, send a cover letter, resume, and two references to erin@velocitydancecenter.org. If you have questions about the application process, please contact erin@velocitydancecenter.org