

# neighbourhood dance works

## Job Opportunity

### Neighbourhood Dance Works | Festival of New Dance Coordinator

We are excited to announce an opportunity for an experienced events coordinator and administrator in **St. John's, NL** to join us as **Festival of New Dance Coordinator**.

**Neighbourhood Dance Works (NDW)** has an outstanding 43-year history as the premier presenter of dance in the heart of Newfoundland and Labrador. A respected leader in the cultural milieu, we spearhead a wide range of programs that support and shape the cultural life of our province.

Since 1981, NDW has dedicated its resources to the development of a vibrant artistic dance scene, supporting artists who represent a plurality of practices. We commit to the creation, dissemination and collaboration of new dance experiences through workshops, residencies, collaborations, commissions, critical discourse and presentation through our signature Festival of New Dance (FND) and seasonal mainstage events. The FND Coordinator will work alongside NDW staff, Board of Directors, technicians, and volunteers to create a series of inclusive and welcoming events that gather together dance artist-practitioners, audiences and supporters. This year the **34th Festival of New Dance** will take place from **Oct 1 - 11, 2024 in St John's**.

## Job Details

**Wage:** \$25/hr + 12% merces

**Term:** Contract staff position with average of 12hrs per week (fewer hours May-August increasing in September and full-time during the festival) with the possibility for extension into a year-round permanent part-time project coordinator and office admin role.

**Anticipated Contract Dates:** May 13, 2024 - October 25, 2024 (25-weeks)

**Deadline for applications:** April 21, 2024

## Key Responsibilities

### Venue, Production and Technical Support

- Oversight of production logistics for each performance and venue (i.e. coordinate technical and production staff, arrange artist's props, set pieces as needed, develop and implement production and technical schedules, site set-up and management);
- Support the set-up of the Box Office (in collaboration with LSPU Hall staff) and manage complimentary tickets;
- Liaise with the FND Technical Director for additional equipment rentals as needed;
- Oversight of dressing room set-up and craft services;
- Track box office number and other impact metrics.

### Programming and Community Engagement and General Admin

- Oversight of programming logistics & community engagement initiatives during FND;
- Coordinate and oversee FND workshop schedule, planning and delivery;
- Coordinate and oversee FND merch and sales (alongside FND Volunteers);
- Coordinate technician's craft services, FND receptions and social events;
- General FND Admin (i.e. liaise with all FND Staff and the public as needed);
- Acquire promotional materials from artists and share with NDW Marketing Manager

### Artist's Logistics

- Primary contact person for all FND artist communications;
- Develop and oversee artist's schedules, travel itineraries, ground travel, transportation of artist's cargo;
- Oversight of artist's hospitality and accommodation logistics;
- Coordinate artist's rehearsal times and prepare master rehearsal schedule.

If interested, please apply with a resume and cover letter  
to [director@neighbourhooddanceworks.com](mailto:director@neighbourhooddanceworks.com)

*Neighbourhood Dance Works is proud to be an equal opportunity employer, welcoming candidates from all backgrounds to apply. Join us in the exciting world of dance presentation and be part of creating a vibrant local dance scene in Newfoundland and Labrador!*