

PERFORMANCE COORDINATOR

JOB DESCRIPTION

ORGANIZATION DESCRIPTION

- Mission is to reintegrate veterans, service members, and military families into their communities through the arts
- Promotes expression, skill-building, and camaraderie through seven- to ten-week classes in stand-up comedy, improv, storytelling, and creative writing
- Partners with local colleges, arts organizations, and performance venues to offer its graduates continuous opportunities for artistic and personal growth
- Provides participants with transferable life skills, a renewed sense of purpose, and healing benefits, and strengthens ties between veterans and their communities through the arts

POSITION SUMMARY

The Performance Coordinator will play a significant role in the planning and execution of ASAP's performances. ASAP is looking for a creative, entrepreneurial individual who is passionate about the performing arts, and supporting veterans' transition home. This is a part-time role that will require between 10 to 20 hours per week of work. It will be based in Washington, D.C. and may require travel to the Norfolk, VA area. Qualified applicants must be able to work evenings and weekends in support of the organization's performances.

I. PRIMARY DUTIES & RESPONSIBILITIES

- Plan, coordinate, and execute ASAP's stand-up comedy, improv, storytelling, and creative writing performances
- Interface with relevant performance stakeholders, including but not limited to: performers, venue partners, vendors, potential audience members, and sponsors
- Conduct outreach to and manage relationships with high-level performance partners, such as corporations, non-profit organizations, and government agencies
- Lead all performance-related communication efforts, including pre-show promotions, run of show, and post-performance e-mails
- Execute all other performance-related tasks as needed

II. KNOWLEDGE, SKILLS, & ABILITIES

- Experience coordinating multiple performances, fundraisers, or events simultaneously
- Able to commit to at least 10 hours per week of work, including nights and weekends; can start work in early April 2017, and can work through at least mid-June 2017
- Interest in the performing arts, social justice, veterans, and mental health
- Superior attention to detail; excellent written and verbal communications skills; comfortable interacting with a variety of stakeholders; ability to manage time effectively and efficiently
- Intellectually curious and driven to develop skills in areas in which s/he may be deficient; high tolerance for stress, ambiguity, and change
- Intellectually curious and entrepreneurial; good sense of humor and a willingness to pitch in where needed
- Mandatory proficiency in: Microsoft Office Suite; Google Drive, Calendar, Documents, Sheets, and Forms; Slack and task management software; and Facebook, Twitter, Instagram, and LinkedIn
- Preferred proficiency in: event management platforms; e-mail marketing software; Squarespace website development tools

III. COMPENSATION & BENEFITS

- Compensation for this position will start at \$15/hour; the Performance Coordinator will be paid on a monthly basis
- Opportunity to plan and execute events with high profile venues, performers, audience members, and partners.

APPLICATION DETAILS

Please submit your résumé and a 250-word statement of interest explaining why you would be a fit for this opportunity no later than **April 3rd, 2017**. This position will be filled on a rolling basis, so, if you are interested, please submit your application as soon as possible. Résumés and statements of interest should be sent directly to our Executive Director, Sam Pressler, at sam@asapasap.org.