



JOB ANNOUNCEMENT

OPERATIONS AND PROGRAMS ADMINISTRATOR **American College Dance Association**

Status Full-time, with benefits

Reports to Executive Director, American College Dance Association

Review of applications begins June 10, 2019.

Start date is mid to late-August (negotiable). Position open until filled.

WHAT WE DO AND WHO WE ARE

The American College Dance Association (ACDA) is a non-profit organization that supports and promotes the wealth of talent and creativity prominent in college and university dance departments through the sponsorship and organization of 13 annual regional dance conferences and the biennial National College Dance Festival. The conferences allow students and faculty to engage in four days of master classes, workshops, and panel discussions taught and/or led by instructors from around the country. Additionally, ACDA conferences provide the unique opportunity for student, faculty, and guest artist choreography to be adjudicated by a panel of nationally recognized dance professionals in an open and constructive forum. The National College Dance Festival, most recently presented at the John F. Kennedy Center for the Performing Arts in Washington, DC, showcases works selected from each regional conference for presentation on three gala concerts. In 2018, over 5500 dancers and faculty participated in ACDA regional conferences and the National College Dance Festival. The largest membership organization for dance in U.S. higher education, ACDA promotes excellence in American college dance through additional activities and means including partnerships with Jacob's Pillow Dance Festival, the American Dance Festival, Dance Magazine, and the National Performing Arts Funding Exchange.

A dedicated group of dance educators and professionals make up the people of ACDA. The 59-person ACDA Board of Directors, led by an Executive Committee of seven officers, oversees large aspects of the Association and its membership, and regional conferences. Executive Director Diane DeFries, the eighth Executive Committee member, directs the ACDA National Office, overseeing all administrative aspects of ACDA, supporting the development of each conference and festival, and collaborating with the ACDA Board of Directors on all operational functions of the Association.

The ACDA National Office is located at 15 West Montgomery Avenue, Suite 301 in Rockville, MD, a diverse community of established residential neighborhoods and growing commercial centers, 21 miles outside of Washington, DC. On the top floor of an historic Victorian three-story walk-up building, the ACDA National Office is less than one-half mile from the Rockville Metro Station (Red line).

To learn more about ACDA, please visit the following:

- ACDA website: <https://www.acda.dance/>
- ACDA Board of Directors: https://www.acda.dance/?page_id=72
- Experiencing an ACDA regional conference: <https://vimeo.com/131714663>
- ACDA Facebook page: <https://www.facebook.com/americancollegedance>



WHAT YOU WILL DO

This is the perfect opportunity for a self-motivated individual who is looking to utilize skills and experiences related to the program management and daily operations of a small non-profit association. You will work in close collaboration with the Executive Director of ACDA playing a substantial role in the daily operations of the ACDA National Office and the development of 13 annual regional college dance conferences. Your work will include dynamic interactions with conference coordinators, ACDA institutional members, and the Executive Committee and Board Members of the ACDA Board of Directors. You will organize and maintain data related to the ACDA membership and Board, ACDA conferences and festivals/events, and the rich history of the Association. You will develop written communication in collaboration with the Executive Director and members of the Board that is disseminated across and through multiple platforms including the ACDA website, registration websites/conference apps, social media, and email/email marketing apps. Additionally, you will have the opportunity to utilize other professional skills and experiences as you become familiar with the mission, organizational structure, and goals/needs of the Association. This position allows for some flexibility (flextime) in establishing the schedule for a 40-hour work week in the ACDA National Office, offering the possibility of continued pursuit of professional or artistic endeavors (details of flextime to be approved by Executive Director upon hire). Following a six-month training period, flexibility in scheduling could include intermittently working remotely. Occasional travel may be necessary to assist in the programming of regional conferences and the National Festival.

WHAT YOU WILL OWN

The following are duties the Operations and Programs Administrator is responsible for:

- Database development and maintenance including, but not limited to, ACDA membership, Board of Directors, conferences and festivals/events, adjudicators, and advisors
- Facilitation of all aspects of ACDA membership, including processing of requests and payments, databases mailing lists of current and past members, and communication with current/past/prospective members
- Facilitation of elections of Board Members
- Functional and operational support of 13 annual dance conferences, including pre-conference host support and customization of web-based registration information, general support throughout planning phase, post-conference generation/dissemination/compilation of acknowledgements and evaluations, and the post-conference collection/organization of materials necessary for ACDA operations
- On-going development of the ACDA website as a resource for membership and the public
- Maintenance of fundraising records and acknowledgement letters
- Facilitation of the maintenance and management of the ACDA National Office

The following are duties the Operations and Programs Administrator will initially assist the Executive Director with in accordance to the candidate's skills and experiences. There is expectation of increased responsibility in these areas as familiarity with ACDA operations grows:

- Development and implementation of applications and technological advancements in order to best serve the membership and Board of ACDA
- Development and regular updating of the ACDA website



- Writing and designing membership newsletters and email blasts
- Interaction with specific officers and committees of the ACDA Board, including (but not limited to) the President, VP for Membership, VP for Nominations & Elections, VP for Regional Planning, and committees related to social media and fundraising
- Development of fundraising strategies
- Creation of systems for organization and transfer of relevant materials to permanent ACDA archives
- Planning and successful operation of the biennial National College Dance Festival
- On-going development and improvement of ACDA guidelines and procedural documents

QUALIFICATIONS

The following skills, experiences, and characteristics are *required*:

- Proficiency with Mac-based computers, software, and applications
- Advanced skill in using Microsoft Word, Excel, PowerPoint, and Outlook/Mac Mail
- Excellent detail-oriented written and verbal communication skills
- Demonstrated professional track record of bringing ideas to life through meticulous planning and execution, program development, project management, and/or relationship building
- Exceptional time management skills
- The ability to work independently and collaboratively: ability to recognize where initiative and proactive work habits are necessary while embracing the collaborative nature of working on a team and with a leader
- Ability to rapidly and proactively acquire a deep knowledge of an organization, including the practices, procedures, and activities of said organization
- Ability to collect, compile, analyze, and evaluate data
- Establish and maintain collaborative and cooperative working relationships with administrators, private and public agencies, and others
- Commitment to diversity, equity, and inclusion
- A bachelor's degree
- Minimum of two years of work experience in a field related to job description
- Successful screening thorough a background and reference check including verification that you are legally entitled to work in the United States

Ideally, candidates will possess a combination of the following skills and experiences:

- A bachelor's or master's degree in dance or a dance-related field
- A bachelor's or master's degree in arts management
- Experience in attending and/or hosting an ACDA conference
- Experience with/knowledge of general nonprofit operations
- Demonstrated ability in website development and/or maintenance
- Demonstrated ability in the development and implementation of social media strategies
- Experience with fundraising and grant writing approaches
- Skill in FileMaker or database development and management
- Demonstrated ability in WordPress, Photoshop, InDesign, or other design software



COMPENSATION

- Competitive salary based on qualifications and experience
- Progressive benefits plan (medical, dental, retirement) in which you will be eligible to participate under the terms and conditions of those plans
- Personal time off initially at a rate of 1.25 days per month (total of 15 days annual max); eligible for total of 10 paid federal holidays annually (observation dates negotiable)
- The Operations and Programs Administrator will be an at-will employee.

APPLICATION PROCEDURE

Submit the following materials to diane@acda.dance with the subject line “ACDA Operations and Programs Administrator Position.”

- Cover letter demonstrating interest in the job and addressing qualifications to perform the responsibilities outlined above
- Resume/Curriculum Vitae demonstrating experience and education
- Names of three references with contact information (email and phone), include reference's title and relationship to applicant

Review of applications begins on June 10, 2019 and continues until position is filled. Job begins mid- to late-August (negotiable).

Employment at ACDA is subject to verification of your credentials. A background check (including a criminal records check) must be completed satisfactorily before employment begins.

15 West Montgomery Avenue, Suite 301 ▲ Rockville, Maryland 20850
(240) 428-1736 ▲ info@acda.dance
www.ACDA.dance
