

# Festivals Coordinator

## Rhythm World, Stomping Grounds, Special Projects

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### JOB SUMMARY

The Festival Coordinator's primary role is to lead all aspects of CHRP's oldest education and performance program, Rhythm World (summer festival), and its annual community percussive dance festival, Stomping Grounds. They work in close partnership with and report to the Founder/Director (F/D). The Festivals Coordinator is responsible for supporting festival marketing, service delivery, and administration, and realizing financial goals that are ultimately self-sustaining.

### AREAS OF RESPONSIBILITY

#### Program Planning and Implementation

- Serve as the lead project Coordinator for CHRP's festivals, ultimately responsible for ensuring that all the various pieces come together successfully, delivering high quality education programs and concerts that meet or exceed revenue goals.
- Festival Registration – manage registration for annual festival through Mind-Body Software, Coordinating efforts of staff, intern, and volunteer resources in training in Mind-Body and database maintenance. Responsible for managing and building patron/business database.
- Front of House and Box Office Activities – Manage box office/ticket sales for venues without a box office staff. Provide support for programs in venues with box office staff.
- Company Management - Prepare and distribute communication with guest artists; coordinate travel, lodging, and in town transportation to classes, performances and media appearances
- Volunteer Recruitment and Engagement- develop volunteer recruitment plan; train and manage volunteers for events and in-office administrative support
- Create and clearly communicate program policies, procedures, and guidelines to students, faculty and performers
- Manage festival-related merchandise design and sales

#### Marketing, Communications, and Community Relations

- Collaboratively create marketing plan for each festival and project manage its implementation.
- Interface directly with graphic designer, printer, mailing house, and other associated parties.
- Engage directly with dance schools, youth groups, students of all ages, independent artists and repertory ensembles to promote festivals.
- Public Relations – assist in writing and distributing PR material for CHRP events.

#### Financial Management

- Participate in annual festival budget development
- Review and approve all program costs
- Closely monitor festival income, expenses, and cash flow and be prepared to report out on status

#### Planning and Evaluation

- Lead the development of performance measures and assessment tools; manage and/or oversee regular/ongoing and annual programming and operations evaluations.
- Identify, prioritize, and make recommendations for enhancing program services, marketing/ communications, operations, and support systems that will enable CHRP to meet our festival goals in the most productive and cost-effective ways possible
- As appropriate, participate in the evaluation of CHRP's broader objectives, strategies, and results

### Board and Committee Relations

- When requested, provide support for the board and committee recruitment process
- Participate in board and committee meetings when specifically related to the CHRP's festivals

### Development

- Develop and submit festival data for grant proposals/applications and reports
- Provide festival-specific content for broader CHRP grant requests
- Identify, cultivate, and secure in-kind contributions to augment festival support

### Personnel

- Recruit, select, train, co-supervise, and contribute to the professional advancement interns
- As needed, support all CHRP program staff with volunteer management and vendor relations

### Other

Serves as a key member of the CHRP's team, playing a role in:

- When requested, provide day-of, hands-on support for major program and fundraising events
- When required, support the work of colleagues by assisting with their programs as needed
- As needed and available, provide input and/or support to F/D and other staff members in areas of programming, marketing, personnel, resource development, and/or operations

## **JOB REQUIREMENTS**

Bachelors degree (or commensurate experience) with two or more years experience in arts administration; excellent communication, interpersonal and organizational skills; proficiency with Mac and PC based programs, including Microsoft Word, Excel, Access and Adobe. Ability to work independently and to multitask; have a passion for tap/percussive dance and enthusiasm for company mission; creativity and commitment. Individual must be comfortable working in a cooperative environment that represents a broad range of artistic, cultural and social points of view.

## **THE CHICAGO HUMAN RHYTHM PROJECT**

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No calls please