About L.A. Dance Project

Founded by choreographer Benjamin Millepied in 2012 and opening the doors to its own space in 2017, L.A. Dance Project (LADP) has become an incubator for possibility; a true home in downtown Los Angeles for audiences and artists. LADP engages a public that comes from 62% of LA County zip codes—measured by the collection of ticket sales demographics; a community diverse in age, race, gender, and economic status. Expanding its size since 2012, LADP is now composed of eighteen full-time dancers, ten staff including Executive and Artistic Directors, and a 13 member Board of Directors. LADP programming includes presenting daring commissions with an emphasis on cross-genre collaborations, remounting choreographic masterpieces, supporting local emerging artists in the development of new work, and educating young dancers from LA's most economically under-resourced communities.

LADP is committed to reaching a broad audience and making dance accessible to the communities it serves. LADP keeps its ticket prices low, offers student discounts, and hosts free-of-charge opportunities to attend dress rehearsals with the goal of ensuring members of the public are not excluded due to their economic status. Throughout the year, LADP provides free behind-the-scenes access to its rehearsal process through open rehearsals and question and answer sessions with the artists. These initiatives plus the company’s core programming help LADP fulfill its mission to inspire, create, educate, and change perspectives through the accessible and transformative power of dance in Los Angeles and around the world.

About the Position

The Programs and Community Engagement Manager is a new position created out of a desire to expand and deepen LADP’s core programs: presenting new commissions and remounting choreographic masterpieces, artistic residencies for emerging artists, and education programs in partnership with Everybody Dance LA!; as well as connect with similarly minded mission-driven dance and arts organizations and the city. This position will help LADP grow critical relationships with the LA community.

Program Support

- New Commissions and Remounting Choreographic Masterpieces: The position will support the artistic and production team with artist needs, logistics and planning, preparing for and presenting performances at the DTLA theater space, and evaluation of impact.
- Artist Residencies: The position will work with the Director of Artist Residency Program to support the program with outreach to candidates, studio support, performances, evaluations and reporting on program impact, artist support, and program expansion.
- Educational Programs: The position will be the lead on the partnership with Everybody Dance LA! and oversee the annual Summer Dance Intensive, evaluation and reporting, as well as build
year-round programming. In addition, the position will explore other opportunities to leverage LADP’s space and talent to support new community programming.

**Community Engagement**
- The position will represent LADP within the greater Los Angeles dance community and strengthen the connection between LADP and other like-minded organizations.
- The position will support efforts to connect with city and county officials to heighten the profile of LADP within the city and county.

**Production**
- This position will support the Production team during L.A. Dance Project performances and presentations of external work. Tasks may range from Front of House guest check in to assistance with set, lighting, and costumes.

**Qualifications**
LADP seeks a highly motivated candidate that is driven by a commitment to equity within the arts and passionate about Los Angeles and building a culture of dance for our community. Other qualifications include:

- **Education:** High school diploma/equivalent and similar equivalent experience required. Bachelor’s degree preferred.
- **Communication Skills:** Superior interpersonal, verbal and written communication skills. Excellent telephone and customer service skills. An ability to compose and edit correspondence and basic reports, knowledge of proper English, grammar and punctuation is required, with knowledge of a variety of written styles and formats. Critical thinking in assessing, compiling and disseminating information is necessary. Ability to interact with individuals from diverse backgrounds including grantseekers, board members, donors, and staff.
- **Technology Skills:** Internet competency and strong computer proficiency, including mastery of the Microsoft Office software suite and a familiarity with database software, is required. A willingness and ability to learn appropriate database, spreadsheet and other computer programs.
- **Organizational Skills:** Excellent time-management and organizational skills with precise attention to detail. Able to prioritize work effectively, adjust to multiple demands and manage high-volume work during concentrated time frames.
- **Team Work & General Skills:** Ability to work well independently and as a team member. Ability to take initiative, and follow tasks through to completion.
- **LADP is a fast paced work environment and the candidate should feel comfortable working in an environment that moves quickly.**

**To apply**
Please send resume and cover letter to: [jobs@ladanceproject.org](mailto:jobs@ladanceproject.org). The cover letter should focus on why you are interested in this position and what uniquely qualifies you to do the job well.

**This is a full time position with competitive compensation commensurate with experience.**