



Project Manager

About the Job

At Dance Waterloo, we're at the forefront of site-specific performance art, fostering a connection between communities, dance, public spaces, and nature. Our mission transcends dance; we aim to weave narratives, unite communities, and celebrate the vibrant diversity of Austin.

What You'll Work On

As a Project Manager at Dance Waterloo, you'll be central to the success of our evolving projects and initiatives. With the dynamic nature of our work, projects can shift and vary, requiring adaptability, foresight, and a proactive approach. Your responsibilities will span across facilitating grant applications, donor relationships, managing rentals, coordinating with volunteers, and innovatively driving our employee benefits program. While specific duties are distributed across our dedicated team, your coordinating prowess will be vital in ensuring a cohesive and successful execution of our endeavors.

Your collaboration with our talented team, artistic partners, and the broader Austin community will be key to maintaining the integrity of our vision and ensuring the smooth progression of our operations.

Responsibilities

- Lead and adapt to shifting project needs, ensuring timely and effective completion.
- Spearhead grant writing and management processes.
- Oversee donor engagement and maintain productive relationships.
- Manage the intricacies of our rental processes.
- Coordinate with volunteers to foster efficient and impactful collaborations.

- Establish and refine our employee barter benefits program, including compensation, training, and performance review mechanisms.
- Regularly assess and enhance operational processes for maximum efficiency and impact.

Your Background That Likely Makes You a Match

- BA/BS degree or equivalent experience in arts administration or a related field.
- Demonstrated aptitude in project management and flexibility in adapting to varying project needs.
- Stellar interpersonal communication skills, both written and oral.
- An inherent knack for multitasking, prioritization, and maintaining attention to detail.
- Experience with donor management software or related tools is a plus.
- Passion for the arts, especially dance, and a staunch commitment to Dance Waterloo's mission.
- Applicants with transferable skills, or a robust desire to align tasks with career aspirations, are highly encouraged to apply.
- Based in Austin with a keen interest in the local arts community.

Position Details

- Work Commitment: 7 hours per month.
- Compensation: \$16.25/hour and upwards, based on experience.
- Benefits: Option to opt into our Barter Benefits program.
- Work Environment: Remote work flexibility.

Why Dance Waterloo

Dance Waterloo stands as a beacon for passionate artists committed to revolutionizing the dance experience. In our community, creativity knows no bounds, and conventional dance norms are continuously reimaged.

Well-being, artistic growth, and community engagement lie at our core. Becoming a part of our team signifies a flexible work environment, bounteous professional growth opportunities, and the chance to be part of trailblazing projects.

Diversity fuels our essence. At Dance Waterloo, varied perspectives and backgrounds amalgamate to create an environment of inclusivity and acceptance. As an equal-opportunity employer, we wholeheartedly welcome applicants from all backgrounds and life experiences.

To Apply

Email resume to info@dancewaterloo.org with the subject line: Project Manager