

## ADMINISTRATOR

The Administrator is responsible for the overall management of Dance Camera West, including financial management, programming, marketing, public relations and development. Candidate will be key in organizing Dance Camera West's festival and screening program year round and is interested in an on going commitment with the organization.

Being self-motivated and disciplined the candidate is able to work both independently and collaboratively with Artistic Director, Board of Directors, artists, venues and the public. Dance Camera West is a non-profit arts organization with a month long annual film festival in June and special events throughout the year.

### DUTIES:

#### OFFICE ADMINISTRATION

- Oversee day-to-day operations of a non-profit organization's budgets including accounting (QuickBooks) and bookkeeping records, processing credit card sales, bank deposits, petty cash, payment of invoices, monthly bank account reconciliation including merchant services, preparation of material for CPA-conducted annual financial review, insurance, and rental agreements.
- Process online ticket sales, donations, memberships, and entry fees.
- Creating and updating event budget reports in Excel.
- Responsible for maintaining office equipment and facility.
- Oversee vendor and associates relationships: suppliers, venue and equipment insurance.
- Maintaining databases - FileMaker, iContact.
- Maintain business correspondence: Answer phone, email, fax, scheduling, assisting in Director's correspondence.
- Keeping office organized and functional including filing: hard copy and computer.
- Updating company website through Adobe Contribute.

#### DEVELOPMENT

- Grants Management: Research, write and submit proposals to foundations and government funders including financial information; manage grants calendar, manage reporting, submit reports in a timely manner.
- Individual Donor Development: Complete donor acknowledgement letters, manage and track all donor correspondence, assist with individual donor cultivation efforts.
- Membership Cultivation: Plan annual direct mail solicitation and membership cultivation, maintains and markets membership materials at screenings and events, processing memberships and renewals, maintains membership database, acknowledges gifts and donations.
- Events: Assist, plan and direct annual fundraising events.
- Corporate Sponsorship: research and develop corporate relations.
- Evaluation: Working with the director to assure adequate data collection and evaluation for reporting purposes.

#### FESTIVAL COORDINATOR

- Communicates with artists for film festival.
- Acquire, track, and return artist media throughout various stages of the festival.
- Negotiate and draft artist and vendor contracts.
- Assist Artistic Director at festival screenings and special events.
- Assist with Board activities, meetings and sub committees.
- Recruit and manage interns and volunteers.
- Work closely with the director in scheduling, creating, and managing special events throughout the year and annual festival.
- Manage marketing goals including social media outlets.
- Assist in creating Organization's E-newsletter through iContact.
- Creation of festival wrap up reports.
- Burn DVD's for both festival and press use, basic understanding of Adobe, QuickTime, Toast, Final Cut Pro.

### QUALIFICATIONS

Applicants must possess a Bachelor's Degree and demonstrated experience in office administration, grant applications, fundraising, marketing and financial management, in the non-profit sector. Applicant should be passionate about the dance media genre and LA's cultural community including arts advocacy, funding and political trends in the arts. Proven ability to accomplish the duties described above under office admin, development and festival coordinator. Desire to be part of a highly focused and very productive team.

### REQUIRED SKILLS

Mac computer proficiency with advanced internet skills. High level skill in verbal and written communication with ability to articulate Dance Camera West's vision. Proven ability to work independently with stamina and fluidity to deal with inevitable changes and challenges while being highly proficient, organized, detail oriented with expert follow-up skills. The ability to meet deadlines and accomplish all duties listed.

HOURS – Full time, Monday thru Friday with additional hours including weekends during festival season and for special events.

SALARY – Hourly wage based on experience

START DATE – Immediate opening

TO APPLY submit via email – Please no phone calls  
Cover letter highlighting relevant experience and salary history  
Resume  
Writing Samples (grants, marketing samples)  
References (3) with contact information – phone and email

Lynette Kessler, Artistic Director  
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