

## POSITION POSTING

**Position: Program Director for 2 Valleys Stage.**

**Applications due by May 1, 2018. Email applications to [bobbycorn08d@gmail.com](mailto:bobbycorn08d@gmail.com) or mail to Alpine Artisans, POB 841, Seeley Lake, MT. 59868**

2 Valleys Stage (2VS) is a performing arts program within Alpine Artisans, Inc (AAI). Each year 2VS contracts with 4-5 performance groups to present a community performance in Seeley Lake and Swan Valley (alternating locations). Each group is also contracted to present an education-oriented performance (called an Informance) and/or workshops at Seeley Lake Elementary School, Seeley Swan High School, Potomac Elementary and Swan Valley Elementary School.

**Qualifications:** Must have have knowledge of and experience in the performing arts, excellent organizational skills, fund raising & grant writing ability. Independent contractor status required.

**Terms:** Contract period extends from October 1, 2018 to September 30, 2019. Contract is renewable annually, subject to approval by the AAI Board of Directors and contingent on satisfactory performance of Program Director duties. Failure to perform duties in a satisfactory manner may result in termination of the contract with a 30-day notice.

Program Director will be paid \$10,000 yearly.

**Support Personnel:** The Program Director works in conjunction with the all-volunteer 2 Valleys Stage Coordinating Council (2VSCC). The 2VSCC includes a chairperson who serves as liaison with the AAI Board; an assistant director and schools liaison; a facilities coordinator; a graphic designer; and a hospitality coordinator as well as other volunteers,

### **Program Director Duties:**

#### Performances

- Annually select 4-5 high quality performance groups capable of working with students in the schools
  - Selection takes into account community input, advice given by 2VSCC, financial consideration and scheduling variables. Final selection is subject to approval from AAI Board
  - Scheduling must take into account community calendar of events and must be cleared by appropriate personnel at each of the four local schools to assure availability of facilities and maximum student participation
- Negotiate contracts for community performances and school residencies.
- Handle subsequent communication with performers prior to their performance dates
- Introduce performers at community performance and at informances/workshops

#### Assistance to 2VSCC Member

- Keep Chairperson apprised of progress in completing duties and of issues relating to 2VS which should be put before the AAI Board
- Collaborate with the assistant director in selecting performances for each season and in presenting options at a public meeting
- Provide direction and assistance to graphic designer to promote performances (season brochure, tickets, event posters, ads, newspaper articles, programs, etc.)

- Provide direction and assistance to facilities manager to see that each venue for each performing group is set up according to the needs of performers and audiences
- Provide direction and assistance to hospitality coordinator to ensure that performers have meals and lodging as required during their residencies and that light refreshments are available at each performance

#### Fundraising and Financial

- Assist AAI Program Manager in annual solicitation of business sponsorships for AAI/2VS
- Initiate and/or assist in AAI/2VS fundraising events, including grant writing as required
- Promote and participate in all 2VS ticket-selling activities
- Establish a yearly budget detailing income and expenditures associated with 2VS.
- Prepare an annual written report to the AAI Board covering 2VS activities for the year

#### Community Relations

- Foster relationships in the local communities to encourage
  - attendance at community performances
  - sponsorships, donations, and in-kind interactions from businesses and individuals
  - volunteer help for various 2VS needs (i.e., people to sell tickets at events, people to bake cookies for intermission refreshments, people to provide food and/or lodging to performers during their residencies, etc.)
- help find replacements for 2VSCC when needed
- attend meetings/events that might include evenings and weekends as well as during the day