



90 Benchmark Road, Suite 300

Avon, CO 81620

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**POSITION:** Venue/Rehearsal Manager, Vail Dance Festival

**LOCATION:** Vail Valley, Colorado (Vail, Avon, Edwards, Eagle)

**STATUS:** Active

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### **VAIL VALLEY FOUNDATION – OVERVIEW**

Since our inception in 1981, the Vail Valley Foundation's mission has been to "provide leadership in athletic, cultural, and educational endeavors to sustain and enhance the quality of life in the Vail Valley." We have the privilege of annually providing the Vail Valley with a vast array of world-class events and programs, literally and figuratively bringing the world to the Valley and introducing the Valley to the world.

Fueled by the generous support of donors, coupled with the support of the community and its volunteers, the Foundation is responsible for such treasured annual events as the Birds of Prey World Cup, Vail Dance Festival, the GoPro Mountain Games, free community concert series such as Hot Summer Nights, and two spectacular performing arts venues in the Gerald R. Ford Amphitheater in Vail and the Vilar Performing Arts Center in Beaver Creek. In addition, the Foundation periodically brings major international events to Vail and Beaver Creek such as the 2015 FIS Alpine World Ski Championships.

The VVF education efforts are focused on one goal—to give every child in Eagle County access to education-based programs that ignite passions and expand horizons. To achieve this goal, the foundation identifies educational gaps from cradle to college, then develops and funds programs that provide youth with the skills, confidence, and support to become outstanding leaders in the community and the world. Tens of thousands of students have benefited from our education and enrichment work over more than three decades. With programs that include the Magic Bus, Power Hours, COPA Soccer, GirlPowHer, The CLUB, Dollars for Scholars, and AmeriCorps Peak Pathfinders, YouthPower365 helps our community's youth reach their potential.

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## **VENUE/REHEARSAL MANAGER, VAIL DANCE FESTIVAL**

This part-time seasonal position works closely with the VDF Director of Production, VDF Rehearsal Director, and the Festival Manager to execute the Vail Dance Festival. This position is responsible for operating, managing, and overseeing venues utilized for class and rehearsals at the Vail Dance Festival. This role is critical to ensure the safe, creative atmosphere that is so crucial to the artistic endeavors of the Festival. Key elements of this internship rely heavily on this position's ability to maintain open lines of communication, lead by service, and maintain a standard of care that creates a warm and pleasant environment for everyone involved in the Festival. Collaboration and teamwork with VDF staff and artists are integral to the success of this position. This position directly reports to the Stage Management Team.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

#### *Venue Management*

- Assist in the install and strike of all Festival performance and rehearsal venues, including the Gerald R. Ford Amphitheater, the Vail Mountain School Rehearsal spaces, the Golden Peak Tent Rehearsal Studios, the Performance Pavilion at Nottingham Park and others. This involves pre-Festival prep and post-Festival wrap-up.
- Open and close the venues daily, including sweeping and mopping floors, removing trash and other duties as directed.
- Coordinate with the VVF Development team to elevate donor rehearsal viewing experiences.
- Work with full-time staff at performance and rehearsal venues to ensure and execute a successful VDF residency.
- Liaise with visiting artists, companies, and staff in the venues to assist them with any issues that may arise.
- Maintain a VDF presence and elevate the experience of individuals within the venues.
- Assist in the execution of all fringe events and activities that take place within the venues, including but not limited to Master Classes, open rehearsal, Q&A sessions and additional community events.

#### *Rehearsal Management*

- Monitor and supervise rehearsals within the venues.
- Ensure all choreographers, dancers, musicians, and visiting artists adhere to the published daily rehearsal schedule.
- Record all notes and details to be shared with VDF Artistic and Production staff in Daily Rehearsal Reports.
- Facilitate a productive creative process through proactive, solution-oriented problem solving.

#### *Other*

- Provide clear and consistent communication to Stage Management Team to ensure all Venue and Rehearsal needs are met.
- Proactively identify, resolve, and communicate potential issues or concerns that may affect staffing needs or schedules.
- Work together as a team with other staff to create a safe, positive, and healthy work environment.
- Participate in orientation and training activities such as pre-festival virtual meetings and in-person activities to promote professional development, team-building, and institutional knowledge.
- Assist as needed in additional tasks related to successful execution of the Vail Dance Festival.

#### REQUIREMENTS FOR POSITION:

- Proven organization, time-management, administrative, and computer skills.
- Ability to create a Festival environment conducive to teamwork, professionalism, and willingness to go above and beyond to accomplish the end product.
- Previous experience working and excelling in a fast paced, multi-level, project-based environment with emphasis on timelines, quality, and delivery.
- Self-initiative, attention to detail, and a customer-centric philosophy.
- Capable of remaining focused and calm under stressful situations and able to quickly adapt to changing conditions.
- Exceptional relationship management and problem-solving skills.
- Excellent communication and customer service skills.
- Proven ability to make critical decisions independently.
- Team approach and willingness to assist others when called upon.
- Willingness to work in outdoor conditions with variable weather.
- Effective time management and prioritizing of tasks.
- Comfortable working independently.
- Confident in giving direction.
- Ability to perform physical labor.
- Proficient use of Microsoft Office including Word, Excel, PowerPoint, & Outlook, as well as the Adobe Creative Suite (Photoshop, Premiere Pro, InDesign, & Illustrator).
- Advanced English skills, both written and oral.
- Must be able to successfully pass a background check and have a valid driver's license.
- Successful candidates must provide proof of vaccination for COVID-19 due to the nature of the work of the Vail Valley Foundation.

#### ADDITIONAL PREFERRED SKILLS:

Theater, stage management, special events and festival experience. An interest in the arts, specifically dance is not required but preferred. Prior stage management experience preferred. Candidates should express interest in theater production, stage management, and/or similar fields.

#### BENEFITS AND COMPENSATION:

This is a paid internship position. This position begins July 24, 2022, in-person from Vail, Colorado during the Festival. This position will conclude after the Festival on August 10, 2022.

This position is paid a flat fee of \$2,000.00, working approximately 48 hours per week, and receives a per diem.

From July 23, 2022, to August 11, 2022, the Vail Dance Festival will provide shared accommodations for this position in the Vail, Colorado area. The Vail Dance Festival will book and arrange all necessary travel to/from the Festival, including air travel and ground transportation.

TO BECOME A CANDIDATE:

Please send a cover letter, resume, and references to [cmorgan@vvf.org](mailto:cmorgan@vvf.org).