



90 Benchmark Road, Suite 300

Avon, CO 81620

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**POSITION:** Personnel Coordinator, Vail Dance Festival

**LOCATION:** Remote and 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 and 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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## **PERSONNEL COORDINATOR, VAIL DANCE FESTIVAL**

This part-time seasonal position works closely with the Festival Manager, the Vail Dance Festival Artistic Director and the Vail Dance Festival Director of Production to execute the Vail Dance Festival. This individual is responsible for coordination, management and scheduling of interns and ambassadors during the Vail Dance Festival, as well as serving as the direct point of contact for artists, staff and volunteers for the Vail Dance Festival. This includes maintaining open lines of communication, leading by example and maintaining a standard of care that creates a warm and pleasant environment for everyone involved in the Festival. This position works alongside the Vail Dance Festival's Logistics, Operations and Development Coordinators to ensure that all necessary in-event staffing and scheduling is executed effectively and efficiently.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

#### *Intern and Ambassador Coordination*

- Conduct ambassador interviews alongside Festival Manager.
- Create and offer trainings and orientation for interns and ambassadors. These include but are not limited to pre-festival virtual meetings and in-person activities to promote professional development, team-building and institutional knowledge.
- Create and manage all scheduling for interns and ambassadors in collaboration with Festival management and other coordinators.
- Provide in-event relationship management and mediation as necessary.
- Develop Intern and Ambassador Handbooks and Lookbooks.

#### *Artis & Staff Liaison*

- Supports Festival Manager and Operations team in coordinating and communicating all Festival logistics for visiting artists, companies and staff including travel (airfare, rental cars, airport transfers and local transportation), lodging and hospitality.
- Liaise with visiting artists, companies and staff while they are in Vail to assist them with any issues that may arise.
- Assist Festival Manager and Business Operations Coordinator with creation of contracts, itineraries and additional artist and staff documents.
- Manage all artist and staff ticket requests and communicate with Box Office to make sure all needs are met.
- Build Artist Welcome Packet

#### *Other*

- Manage and oversee pre-festival rehearsals in New York through schedule management and communication.
- Assist Marketing, PR & Communications team with Artist interview scheduling as necessary.
- Directly manage the Artist Services Intern during the Festival.
- Proactively identify, resolve and communicate potential issues or concerns that may affect staffing needs or schedules.
- Provide clear and consistent communication to visiting artists, companies and staff to ensure information is distributed effectively and efficiently.
- 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, problem solving and negotiation skills.
- Excellent communication skills.
- 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.
- Ability to perform physical labor as needed.
- Proficient use of Microsoft Office including Word, Excel, PowerPoint and Outlook.
- 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:**

Special events and festival experience (minimum 3 years). An interest in the arts, specifically dance is not required but preferred. Prior customer service or volunteer management experience preferred.

**BENEFITS AND COMPENSATION:**

This position works in-person in Vail, Colorado beginning June 1, 2024 and concluding August 8, 2024.

This position is paid an hourly rate of \$18/hour from June 1, 2024 to July 19, 2024, working approximately 40 hours per week. This position is paid a flat fee of \$2,400 from July 20, 2024 through August 8, 2024 working approximately 40-60 hours per week.

From June 1, 2024, to August 8, 2024, 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 resume and cover letter to [haddison@vfv.org](mailto:haddison@vfv.org).

Contact Harper Addison at [haddison@vfv.org](mailto:haddison@vfv.org) with any questions.