



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**

**BIRDS OF PREY | GOPRO MOUNTAIN GAMES | COMMUNITY SUPPORTS | GERALD R. FORD AMPHITHEATER | SHOWDOWN TOWN | VAIL DANCE FESTIVAL | VILAR PERFORMING ARTS CENTER | YOUTHPower365**

The Vail Valley Foundation’s mission is to provide leadership in arts, athletics, and education and address community needs to enhance our Valley as a place to live, work, and visit. Since 1981, we have had the privilege of annually providing the Vail Valley with a vast array of world-class events and programs (listed above).

Birds of Prey ski races, Vail Dance Festival, Mountain Games, and two spectacular performing arts venues - the Gerald R. Ford Amphitheater in Vail and the Vilar Performing Arts Center in Beaver Creek. In addition, the VVF 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 VVF identifies educational gaps from cradle to college and career 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, Afterschool programming, COPA Soccer, Girl PowHer, The CLUB, and AmeriCorps Peak Pathfinders, and more, YouthPower365 helps our community’s youth reach their full potential.

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

This part-time seasonal position works closely with the Director of Production, Production Manager, 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 VVF 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 and Venue 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.
- Advanced English skills, both written and oral.
- Must be able to successfully pass a background check and have a valid driver's license.

**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 21, 2024, in-person from Vail, Colorado during the Festival. This position will conclude after the Festival on August 6, 2024.

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

From July 20, 2024, to August 7, 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 a cover letter, resume, and references to [haddison@vvf.org](mailto:haddison@vvf.org).