

Maggie Allesee National Center for Choreography (MANCC) Residency Coordinator

MANCC is seeking a full-time Residency Coordinator. The Residency Coordinator will report to the Managing Director and work directly with the MANCC team, including the Director, Media Specialist and Research Associate. Applicants must be available 40 hours a week during standard office hours 8:30am to 5:00pm M-F and for occasional evening and weekend residency events. This is an OPS position, hourly wage commensurate with experience and/or skill level, with the possibility of annual raises based on performance.

Job Description: The Residency Coordinator (RC) is responsible for the logistics, scheduling, artist orientation and space/equipment coordination for all MANCC residencies, and works collaboratively with the MANCC staff to plan and execute residencies and supporting events. The RC is the primary liaison between MANCC artists and the MANCC staff once a residency has been confirmed by the Director and coordinates production and technical support through the School of Dance as needed. In addition to residency duties the RC recruits, supervises and coordinates interns and volunteers, processes and tracks fiscal expenditures, supports staff travel and orders general office supplies.

The MANCC office is based on the Mac platform and utilizes Microsoft Office, Adobe Creative Suite, iContact, Smug Mug and several Google applications including Calendar and Drive, among other programs. It is not required that the RC have knowledge in all of these areas however, the RC must possess some basic computer skills - email, calendar software and word processing as well as the desire/ability to learn new software as necessary.

Requirements and/or Desired Skills:

- Knowledge of contemporary/experimental dance and performance helpful.
 - If outside the field of dance, strong interest in and curiosity about the artform.
- Ability to work 40 hours a week between 8:30am and 5:00pm with occasional night and weekend hours based on artist residency needs.
- Detailed organizational skills.
- Solid writing and verbal communication skills.
 - Ability to effectively communicate with and across various entities including MANCC staff, faculty, students, SOD administration, community members and artists.
- A basic background in production and a general understanding of audio, video and computer related issues would be very helpful.
- Computer skills including Google Apps Suite and data entry.
- Completion of a degree program in Arts Administration or a related field is desirable.
- Ability to work both independently and as part of a team.
- Experience overseeing others helpful.
- Strong people skills, mature, responsible, and has a sense of humour and desire to support a diverse range of contemporary artists and their creative processes.

If interested, please send a cover letter, writing sample, and resume to: **Ansje Burdick**
Managing Director Maggie Allesee National Center for Choreography
aburdick@fsu.edu

Position will remain open until filled. Applications will be considered beginning Friday December 2nd, 2016.

About MANCC:

MANCC, located at the Florida State University (FSU) School of Dance (SOD), is a choreographic research and development center that provides visiting artists with unique resources to help further the art of contemporary dance. MANCC's mission is to raise the value of the creative process in dance by: 1) providing a model of support for professional choreographic creativity within a comprehensive research university. 2) providing choreographers access to a stimulating environment where experimentation, exploration and life-long learning are both valued and encouraged, and 3) providing opportunities for the students, staff, and faculty, the community of Tallahassee and the national dance field at large to engage with the creative process in dance.

MANCC shares facilities with the SOD at FSU, considered one of the premier facilities for dance in the United States. Resident artists have 24/7 access to a dance studio, black box theater and, when available, a fully equipped 380 seat proscenium theater, as well as an audio lab, computer media lab, conditioning studio and private office in which to work.

Choreographers and companies are brought into the center for two- to four-week research-based choreographic residencies to experiment, reflect, edit and hone their research and choreographic process and ultimately develop new work. Artists are selected through a competitive nomination and panel review process, in partnership with other organizations and/or by invitation of the Director. Artists are encouraged to take full advantage of MANCC's laboratory environment in whatever way most useful to their own artistic development. This might involve the testing of new ideas on professional dancers, working with lighting designers, dramaturges, composers, other collaborators, the inclusion of audiences in the creative process, or the development of dialogue about their work. To date, **MANCC will have hosted over 70 regionally or nationally significant artists and their 350 + national and international collaborators in over 90 residencies through its residency programs.** The work developed at MANCC has toured to over 140 communities and premier venues reaching over 225,000 audience members worldwide.

During 2016-2017, MANCC will host 12 nationally and internationally known contemporary choreographers and their collaborators as part of MANCC's creative development residency programs, and will support a 10-day laboratory for emerging artists selected from around the U.S..

Please visit mancc.org for further information.

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http://www.hr.fsu.edu/PDF/Publications/diversity/EEO_Statement.pdf