



## Job Opening: Communications & Events Assistant

DISCO RIOT, a collaborative movement-based arts community and non-profit organization, seeks a part-time (10-15 hrs/wk) professional to serve as our **Communications & Events Assistant**. In collaboration with the administrative staff, this person will help to plan, organize, coordinate and execute events, performances, ongoing programming, and artist relations.

Founded in 2018, DISCO RIOT is a grassroots nonprofit organization focused on creating equitable and accessible opportunities to independent, local movement-artists. We design platforms to elevate more diverse dance voices (particularly those of BIPOC and LGBTQ+ artists), and to encourage the local dance scene to work together, rather than in competition. Our mission is to grow social consciousness and connection through collaborative movement-based arts. Our leadership, staff, and collaborators include a mix of artists and allies who strive to make San Diego a better place for dance, and provide an educational space that reflects contemporary and progressive professional realities. Over the past four years, DISCO RIOT has grown from a fledgling seed organization to one of the most influential and respected dance establishments in San Diego. We have accomplished this through innovative approaches to programming, artist relations, and connection to the community at large.

As the **Communications & Events Assistant**, you will serve as an integral member of our small team, reporting to the Artistic Director to support annual programming and event execution. We are a highly collaborative and hard working team that also includes active board members, community volunteers, staff, and movement artists. You will have the opportunity to help shepherd DISCO RIOT into its next exciting phase, as we further develop our presence in the San Diego arts community.

**Who we are looking for:** You align with and thrive in environments that value novel approaches to solving problems, strive for transparency, bring a positive and troubleshooting approach to challenges, and support independent as well as collective goals. You are an excellent communicator and detail oriented self-starter, who enjoys owning projects and working both collaboratively and autonomously.

### RESPONSIBILITIES:

- Bridge for internal communication, utilizing and updating in-house programs and systems
- Point of contact for events, including volunteer and front of house administration
- Coordinates with production and administrative staff on project management and production logistics through building and maintaining artist relations
- Handles some expenditures, purchasing, and cash management
- Develops, implements, and maintains updated calendars and schedules for the organization and its staff, including rehearsal and class coverage, and project management timelines
- Administers all necessary paperwork for vendor interactions, performances and contracts
- Ensures that programmatic and operational activities remain on time and within a defined budget
- Organizes and executes newsletter and social media posts regularly
- Oversees timely data collection for all programming
- Fields phone calls, emails, and general inquiries
- On-site event and program coordination; this requires some evenings/weekends
- Supports fundraising and donor research



**SALARY / EMPLOYEE BENEFITS:**

- Salary commensurate with experience, \$20-25/hr
- Flexible schedule (some daytime, evenings and weekends required)
- This is a part time, non-exempt position under the Fair Labor Standards Act

**QUALIFICATIONS:**

- Generally available during regular business hours for meetings, communicating with vendors, facilities, artists, and internal staff, but able to shift schedules to evenings and weekends when necessary for productions/events
- Higher or continuing education preferred
- Experience in a nonprofit or business environment with similar responsibilities
- Experience in the performing arts or related arts production settings is highly desired
- Some event coordination experience, primarily front of house focused
- Fluency in Google Suite and Microsoft Office
- Facility with both PC and Mac operating systems
- Ability to make independent decisions and collaborate to build consensus regularly
- Strong interpersonal skills and professional decorum with the ability to effectively communicate verbally and in writing
- Must be able to roll with the challenges, adapt to new situations, and shift priorities rapidly
- Proven capacity to work independently and as a team member
- Ability to maintain confidentiality
- Spanish fluency desirable

**PHYSICAL REQUIREMENTS:** We practice inclusion and provide accommodations and modifications for anyone or within an environment to minimize any discriminatory effect of a person's physical, emotional, or learning ability to the extent that we are able.

**TO APPLY:**

Please submit your resume and a brief cover letter by email to our Artistic Director, Zaquia Mahler Salinas, at [zaquia@discoriot.org](mailto:zaquia@discoriot.org). Applications accepted and interviews scheduled on a rolling basis until the position is filled.