

Position Overview: Administrative Assistant

This part-time position supports one non-senior staff who will coordinate events and performance bookings, scheduling, basic paperwork, and contracting with schools and organizations requesting Urban Jazz Dance Company's services. Positions will be hired on payroll and hours will vary from 10-20 hours per week. Hours may increase during high peak times of UJDC's Festival in August and Home Season or other major productions throughout the year.

This job is hybrid (remote/in-person) and requires staff to live in the Bay Area and own their own laptop to be able to carry out their work duties.

Organizational Overview:

Founded in 2007 by Deaf dancer and choreographer Antoine Hunter, Urban Jazz Dance Company's (UJDC) mission is to uplift and provide opportunities for Deaf, Hard of hearing (Hoh) and Disabled artists from marginalized backgrounds. Featuring the syncopation of urban jazz rhythms, the company values the importance of play and performance to connect cultures of all races, ages, abilities, and backgrounds. UJDC performs all over the Bay Area and beyond, including at festivals, such as at the John F. Kennedy Center for the Performing Arts, Black Choreographers Festival, CubaCaribe Festival, Art and Soul Festival, DeafNation, DisneyLand Disney's Signin' in the Street, Oregon Shakespeare Festival's Green Show, and the Ethnic Dance Festival. Its programs thrill Deaf and Hearing audiences alike. UJDC is also the producer of the annual Bay Area International Deaf Dance Festival and views Deafness as a human experience with its own values, principles, and cultural norms

Responsibilities and Duties:

The ideal candidate works great with a small team, is flexible and able to prioritize duties and manage themselves effectively, is highly organized, is methodical and attentive to details, and is committed to the growth of the company. Knowledge of finance and arts administration experience is a plus. Lived experiences, extensive experience working with Deaf and Disabled folks or willing to learn under Deaf-led business required. Deaf and Disabled are encouraged to apply, BIPOC or have experience working with BIPOC leaders a plus.

Applications will be accepted until the position is filled. Know someone who might be interested? Please spread the word to your networks!

Desired Skill Sets

- Knowledge of Microsoft Word, Excel, G-Suite / Google Docs
- Ability to set up and edit Contracts
- Proficient in basic math skills
- Excellent communication skills
- Problem Solving Skills
- Close Attention to Detail

The Ideal Candidate

- Works great with a small team
- Flexible and able to prioritize duties and manage themselves effectively
- Highly organized, methodical, and attentive to details
- Works well in a fast-paced, dynamic environment
- Ability to work well under pressure
- Creativity and problem-solving aptitude
- Lived experiences, extensive experience working with Deaf and Disabled folks or willing to learn under Deaf-led business required.
- Deaf and Disabled are encouraged to apply, BIPOC or experience working with BIPOC leaders a plus.
- Some knowledge of finance and arts administration experience is a plus

To apply, please email a cover letter and resume to thegreatdancerah@gmail.com. Cover letter may be sent in an ASL video if preferred. Applications will be accepted until the position is filled.