Liberate Artists INC. is seeking a production coordinator/assistant to CEO to coordinate and support faculty, staff, and management on the road, in preparation for traveling dance experiences, and coordinate our end of season production, Phoenix Fire.

Job responsibilities include: travel coordinating, pick ups and drop offs, meal runs, keeping the team on track and according to schedule, parent communication and management, supply runs, flight and accommodation booking, management of Liberate Shop, copyediting and content editing, award and scholarship organization and distribution, comfortability driving a large van, general social media posting, email correspondence and tracking, plus additional ad hoc responsibilities. The ideal candidate must have an upbeat and positive attitude, and not get easily stressed in chaotic situations. This is a support staff and management role, so the ideal candidate must excel in expressing support on and off the dance floor while managing a team of 5-35 people.

Additional requirements include: problem solving skills (ability to find the right solution to an issue not just the easiest solution for them), team player, above average proficiency in - Microsoft Excel, Pages, Google Docs, and email management. This candidate will have a basic understanding of social media marketing, strong team management skills, appreciation for the arts and working with children.

Fit the job specs? Submit a resume and cover letter. Learn more about the Liberation Nation by visiting us online www.LiberateArtists.com or on Instagram @LiberateArtists.

Job Types: Full-time, Part-time, Contract

Salary: $20.00 to $35.00 /hour