



P.O. Box 2627
Berkeley CA
94702

Artistic Advancement Manager Job Description

Title: Artistic Advancement Manager

Reports To: Artistic Director

About AXIS Dance Company

AXIS Dance Company redefines dance and disability. By commissioning, creating, and performing a contemporary dance that is inclusive of disabled, non-disabled, d/Deaf, and neurodivergent artists and championing engagement opportunities and advocacy efforts that broaden the reach of the integrated dance field, we are deepening an understanding across the Bay Area that all bodies can dance.

AXIS embodies the power of radical inclusion across our organization. We are disabled and non-disabled people, people of color, members of the LGBTQ+ community, immigrants, and Americans. Our dancers, staff, and board members each have personal commitments to representation and inclusion, intentionally and thoughtfully growing our accessibility offerings.

Our Artistic Statement: AXIS' Artistry Redefines Dance And Disability.

Our Mission: AXIS Collaborates With Disabled, Non-Disabled, d/Deaf & Neurodiverse Artists to create world-class productions that challenge perceptions of dance and disability.

Our Vision: AXIS strives to create a radically inclusive dance sector and world by removing barriers and showcasing the beauty of difference.

Position Summary

The AXIS Artistic Advancement platform serves as professional development and a training ground for disabled, D/deaf, and neurodiverse artists, comprising our Choreo Lab, Summer Intensive, and Apprenticeship Program.

The Artistic Advancement Manager will lead our current programs - Choreo Lab, Summer Intensive & our Apprenticeship. They will build a vibrant and relevant Artistic Advancement platform for emerging and mid-career disabled, D/deaf, and neurodiverse artists in a safe and accessible environment. Through in-person and virtual programming, the Artistic Advancement Manager will maintain an inclusive environment where disabled, D/deaf and neurodiverse artists mentor their peers to challenge boundaries and create perception-changing art. The Artistic Advancement Manager brings their deep artistic & education experiences to the role, drawing on their (and AXIS') existing professional relationships and networks, to support career pathways for artists and bring greater visibility to disabled, D/deaf, and neurodiverse artists in the dance and performing arts fields.

Collaboration and teamwork are at the heart of all of AXIS' work. The Artistic Advancement Manager will ensure the successful planning, implementation, and evaluation of these programs by working closely with AXIS' Artistic & Administrative teams and maintaining relationships with key partners, including artistic collaborators, the dance/arts community, and other community organizations.

The Artistic Advancement Manager is a key player in guaranteeing the continuity of AXIS' programs and their alignment with the mission. This position reports to the Artistic Director, with a close collaborative relationship with the Rehearsal Director and Managing Director.

Roles and Responsibilities

- Apprenticeship (Jan - Nov annually)

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- Manages apprenticeship program throughout the year
 - Creates a week-long introduction schedule for the apprentice - including meetings with admin staff
 - Conducts monthly meetings with the apprentice to check progress & provide support
 - Provides information about professional development opportunities for the apprentice outside of AXIS
 - Facilitates an end-of-apprenticeship loop - resume building, work samples, connections & resources, covering letter template, auditioning processes
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- Choreo-Lab (May/June Annually)
 - Design, manage, and implement the company's annual two-week choreographic residency lab - taking care of all details
 - Supports the Artistic Director in the selection and appointment of the Guest Choreographic Mentor each year - acting as the main point of contact and organizing all aspects of their participation
 - Manage the application process and evaluation with demographics for this program in collaboration with the Artistic Director & Guest Choreographic Mentor
 - Main point of contact for all Choreo Lab participants - current and alumni
 - Creates schedule for the two weeks of on-site programming and additional virtual components to the program: including professional development sessions with guest speakers, mentor meetings, etc
 - Works with the Accessibility Coordinator to book and required access needs for fellows & dancers during Choreo Lab - including ASL, captioning, audio description, and other accessibility accommodations
 - Manages all professional development stipends for Fellows each year
 - Sources & hires extra dancers for the two weeks of Choreo Lab in Berkeley
 - Creates post-Choreo Lab feedback loop with Fellows and AXIS staff
 - Drafts narrative for annual funder report, sharing with AXIS grant writer
 - Plans for the following year from July - August
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- AXIS Intensive (end of June annually)
 - Fully manages planning & implementation of the program
 - Main point of contact for all Intensive participants
 - Works closely with venue partner to host our intensive - including conducting site visits before programming for accessibility & further planning
 - Review and prepare three modules in collaboration with the Artistic Director, derived from the company's working ethos and repertoire to enhance and develop their own practice in improvisation, choreography and performance, and dance education
 - Manage the application process and evaluation with demographics for this program, including scholarship allocations
 - Creates schedule for the week of Summer Intensive



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- Works with the Accessibility Coordinator to book any required access needs for Intensive participants - including ASL, captioning, audio description...
- Conducts post-intensive feedback with participants and AXIS staff
- Plans for the following year from September - October

- **Annual Program Planning - Company-Wide (November)**
 - Program planning with all admin staff
 - Sets goals for programs each year that align with AXIS's strategic plan
 - Ensuring all timelines for programs are shared and aligned with the AXIS annual calendar
 - Provide feedback on best practices and opportunities in the areas of artistic advancement
 - Set, track, and report the impact of AXIS' Choreo Lab, Intensive, and Apprentice programs, internally and externally

- **General Administrative Tasks:**
 - Provide guidance and support to AXIS' grant writer to maintain current funding and seek new funding sources specific to the programs they manage
 - Work closely with marketing to coordinate messaging and materials to support the AXIS brand in all educational activities
 - Manage all budgets for the programs they're responsible for

Qualifications

The model candidate will possess the following qualifications and experience:

- Extensive experience in dance and arts education is highly desired - particularly artistic experience
- Strong evidence of project management in a performing arts context
- Strong financial knowledge, including experience creating and managing program budgets
- Experience with grant timelines and reporting, including data collection and analysis
- Relationship building
- A commitment to the mission, goals, and work of AXIS Dance Company
- Demonstrated excellence in writing, organization, and communication skills, including the ability to manage projects and deadlines successfully within ambitious time frames
- Capacity to work independently and collaboratively as needed
- Familiarity with Mac programs & Other Web platforms - particularly GoogleSuite including Gmail, Google Docs/sheets/forms/calendar and Asana project management.
- Demonstrated knowledge around issues of diversity, access, equity and belonging
- Self-motivated and solution-based

AXIS is an equal opportunity employer. People with disabilities are strongly encouraged to apply.

Compensation and Benefits

AXIS offers competitive compensation with a salary range of \$30,000 - \$36,000 per year, depending on experience. This position is for 25 hours per week for 44 weeks (Mid Jan - Mid Nov). A benefits package, including health insurance, sick leave, and paid time off is included