



P.O. Box 2627
Berkeley CA
94702

Education & Outreach Coordinator Job Description

Title: Education & Outreach Coordinator

Reports To: Managing Director

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 LGBTQQ+ 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

AXIS Dance Company teaches dance and educates about collaboration and disability through community engagement and outreach programs. The Education & Outreach Coordinator will ensure the successful implementation and production of AXIS's robust engagement programming, locally and on tour. They are responsible for maintaining relationships with key partners, including schools, presenters, and community organizations.

The Education & Outreach Coordinator will lead our current programs while also building a vibrant and relevant community engagement program. Through in-person and virtual programming, the Education & Outreach Coordinator will connect communities locally, nationally, and internationally, providing access to AXIS's work that supports creative explorations and showcases the beauty and limitless possibility of difference. The Education & Outreach Coordinator brings their deep community connections and plays a key role in ensuring accessibility, equity, and belonging through diverse partnerships.

Drawing on their (and AXIS') existing professional relationships and networks, they will contribute to expanding the visibility and outreach of the organization. The Education & Outreach Coordinator is a key player in guaranteeing the continuity of AXIS' programs and their alignment with the mission. This position reports to the Managing Director, with a close collaborative relationship with the Artistic Director and Rehearsal Director.

Roles and Responsibilities

Youth Performances

- Coordinate with host venues within the Bay Area to present our Youth Performances program - taking place in March each year



P.O. Box 2627
Berkeley CA
94702

Education & Outreach Coordinator Job Description

- Develop and format age-appropriate resources and movement studies around specific repertory works that align with Arts/Dance Standards (California VAPA and National Core Arts Standards) for K-12 education
- Partner with Bay Area School Districts to support Youth Performance attendance to increase access and reach

Education & Outreach (including masterclasses, workshops, and classes, etc.)

- Coordinate and facilitate professional development opportunities for educators, community organizations, and arts organizations
- Develop curriculum for classes and workshops, in collaboration with the Artistic Director, Rehearsal Director, and dancers
- Facilitate workshops for corporations and businesses connected to sponsorship and corporate giving partnerships in collaboration with the Artistic Director & Managing Director

Outreach & Education for Touring

- Update annually our AXIS Engagement and Outreach Guide with virtual and in-person opportunities
- Serve as point of contact for all presenters, designing outreach activities once touring is confirmed
- Design and implement residencies that engage audiences, community organizations, and/or student groups in a deeper way with AXIS's work while on tour
- Monitor the development of a menu of enrichment programs to engage and deepen audience experience at theaters (pre/post-performance Q&A's, meet the artists, etc.) in collaboration with presenters

Community Classes

- Oversee community class offerings (virtual and/or in-person)
- Setting up and managing registration for all classes
- Creating a schedule for the year for all classes offered by AXIS in Berkeley
- Create language for social media to promote community classes
- Work with the Accessibility Artist to ensure the access needs of dancers & participants are met

Other

- Manage, coordinate, and promote AXIS's Education & Outreach programs, including how these programs may look moving forward to address changing needs
- Apply Strategic Plan initiatives in relation to engagement, education, and outreach
- Create a yearly plan to implement all education programming to achieve the set goals of the organization - including feedback loops to document the impact of AXIS' outreach programs through surveys and pre/post questionnaires
- Oversee and maximize the community impact of instructional programs that bring AXIS artists, teaching artists, and other collaborators into a variety of settings including schools, local community centers, touring presenters, and other venues
- Provide guidance and support to AXIS's grant writer to maintain current funding and seek new funding sources specific to the educational and community engagement programs
- Work closely with marketing to coordinate messaging and materials to support the AXIS brand in all educational activities



P.O. Box 2627
Berkeley CA
94702

Education & Outreach Coordinator Job Description

- Implement accessibility services for all programs in collaboration with the Accessibility Coordinator
- Connect to the broader Berkeley/Bay Area community and dance institutions by maintaining partnerships and associations with a variety of community groups and organizations
- AXIS is a growing organization and employees are often called upon to perform other duties essential to accomplishing organizational goals and meeting important deadlines

Qualifications

The model candidate will possess the following qualifications and experience:

- Significant experience in dance and/or arts education is highly desired
- At least five years of experience in education/outreach for performing arts/dance organization
- 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, equity, access, 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 \$13,000 - \$15,000 per year, depending on experience. This position is a part-time position of 15hrs per. week for 38 weeks with sick leave.