

Danspace Project

ASSOCIATE CURATOR, PUBLIC ENGAGEMENT

JOB DESCRIPTION

The Associate Curator, Public Engagement is a full-time, salaried position reporting to the Executive Director & Chief Curator and working closely with the Communications Director and Program Director/Associate Curator.

The AC/PE is a position straddling three areas of the organization: public programs, digital/print publications, and new initiatives. AC/PE will be responsible for managing educational & ancillary programs, public partnerships and publications as well as assisting with curatorial research as follows:

Educational & Ancillary Programs/Public Events

- With ED/CC and PD/AC, contribute to development of ancillary programs and projects such as conversations, post-performance discussions, panels, lectures, film showings, workshops.
- Manage and implement such programs by: drafting and tracking contracts and budgets; coordinating and managing volunteers; coordinating, writing, editing and copy-editing of programs; creating signage and managing event hospitality; assisting with social media content and strategies and managing on-site social media for events (i.e. taking videos and photos, acting as point person for photographers and videographer at events).

Public Partnerships

- Act as liaison between Danspace and partner organizations to maintain positive relationships with past, present, and future partners (peer cultural organizations, museums, universities, and community groups).
- This may include, but is not limited to: communications, research and coordination of site visits with potential and ongoing program partners, ticket coordination and acting as point person for partners at performances and events.

Publications (digital/print)

- Digital publications – In collaboration with ED/CC and CD, develop content for DSP's online Journal. Manage Journal timeline, coordinate regular editorial meetings and serve as liaison to contributors. Edit, upload and update Journal and other digital program content including texts, images and video. Research existing and new digital sites to expand reach for DSP content (blogs, writers, publications).
- Print publications – Serve as managing editor of the DSP Platform Catalogues. Manage sales at public events, online and in-office.
- Draft and track publication contracts and budgets, develop and manage publication distribution strategies.

Curatorial Research Assistance

- Conduct research for ED/CC and contribute to the development and implementation of new initiatives.
- Provide administrative support for ED/CC and guest curators as necessary.