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# HEIDI DUCKLER DANCE THEATRE/NORTHWEST

## Heidi Duckler Dance Theatre/Northwest seeks a Managing Director

**Company:** Heidi Duckler Dance Theatre/Northwest (HDDT/NW)

**Position:** Managing Director

**Description:** The Managing Director will represent HDDT/NW in Portland. Working closely with the HDDT/NW Board of Directors and Artistic/Executive Director Heidi Duckler, the Managing Director will oversee and implement development strategies, marketing, and event planning for the growing dance company.

### Principle Duties and Responsibilities

- Assist with the planning and implementation of HDDT/NW events and coordination with the production manager
- Craft and distribute company press releases and act as liaison with local press outlets
- Write, edit, and submit grant proposals to large and small scale funders throughout Oregon for upcoming projects and core operating support
- Conduct and manage in person meetings with major funders as part of the Board's Development Committee and long-term plan for fundraising
- Schedule, prepare necessary documents for, and attend Board of Directors meetings (six meetings per year)
- Coordinate ongoing HDDT/NW meetings with collaborators, sites, and outreach partners

### Required Experience:

- Grantwriting skills and experience
- Excellent oral and written communications skills, high attention to detail, and the ability to manage multiple tasks and deadlines simultaneously
- Office administration and computer skills, including proficiency in Microsoft Office
- College degree with minimum 2 years of work experience
- Background in the arts preferred

**Compensation/Hours:** 20-30 hours per week. Pay will commensurate with experience.

**Application Process:** Please submit a resume and grantwriting sample to [heidi@heididuckler.org](mailto:heidi@heididuckler.org).

**Company Description:** Founded in September 2009, Heidi Duckler Dance Theatre/Northwest (HDDT/NW) is committed to creating site specific work that highlights the relationship between people and their environment. Heidi Duckler Dance Theatre/Northwest (HDDT/NW) redefines relationships between artists and audiences by presenting bold choreography in extraordinary places, and through collaborations with artists and communities of the Pacific Northwest, cultivates public engagement to create meaningful, multidisciplinary performances with exceptional artistic standards.