

Burlycon
Position of Deputy Director
Hiring Timeline

Jan 14 – Application Due Date
Jan 19-21 – First Interviews
Jan 22-24 –Additional Materials Due Date
Jan 26-28 – Second Interviews
Feb 1-3 – Final Interview
Feb 5 – Final Decisions
Feb 12 – First All-Committee Meeting with New Hire

Materials Submission Requirements

Required for Application Phase 1 – Due Jan 14

Professional Resume or CV

Letter of Interest

List of References with Contact Information

Letters of Recommendation are accepted but not required.

Required for Selection Phase 2 – if requested, Due Jan 22

(will be posted on BC Website and Social Media upon Acceptance)

2-3 High Resolution Images/Headshots

Performance Bio and Resume

Required upon Acceptance – if requested, due Feb 7

(will be posted on BC Website and Social Media upon Acceptance)

Recorded Video Statement

Deputy Director Job Announcement

BurlyCon is a federally recognized 501(c)(3) not-for-profit arts organization dedicated to providing education about Burlesque as an art form. Founded in 2008, the organization holds an annual educational and social convention in the Seattle area providing classes, workshops, social events and community development opportunities for Burlesque performers, fans, and aficionados. The organization is run by a 9-member volunteer Board Of Directors comprised of Burlesque entertainers, producers, and fans. The annual convention is produced by an international, 40-person, mostly volunteer Steering Committee.

Position Description

The purpose of this position is to support the Executive Director in planning and managing the work of the BurlyCon annual convention while supporting the health and sustainability of BurlyCon as an organization. This position is perfect for someone with an interest in becoming an Executive Director but does not necessarily have all the experience and skills at this time.

The Deputy Director reports to the Executive Director and occasionally represents the Executive Leadership Team to the Board of Directors, Steering Committee, and Constituents. The Deputy Director supervises 5-6 Committee Directors in collaboration with the Executive Director and assists in the supervision of the volunteer Committee.

The Deputy Director is a part-time, contract position. The position can be completed at a high level of excellence in under 14 hours per week average. The demands are varied and seasonal, so a degree of flexibility (see "Duties") is required to be successful. Applicants should expect weekly work hours to significantly increase leading up to the Event. The Deputy will hold weekly "office hours" on Mondays or Wednesdays, to be scheduled with the Executive Director, as part of their workload.

This is a remote position. There is no central office, equipment, or workstation provided. The Executive Director is expected to have comfort and ease with working remotely, as well as coordinating geographically distant teams.

Women, People of Color, and Sex-Industry workers are especially encouraged to apply. Those that have relatable and transferrable skills are encouraged to apply even if their skills and backgrounds do not specifically match the requirements.

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BurlyCon appreciates that marginalized and/or non-conventional histories can contribute to successful futures. BurlyCon is an educational organization that is committed to the personal growth, educational advancement, and professional success of its constituents.

Duties

LEADERSHIP: The Deputy Director co-owns and accepts responsibility for the Event, the Organization, and it's assigns. They lead with a working knowledge of significant developments and trends in the world of Burlesque, build professional relationships outside and within the BurlyCon community, as well as execute exceptional program development. The Deputy Director will maintain a climate that attracts, retains, and motivates a diverse staff of top quality people and represent the programs of BurlyCon and the mission of the organization to agencies, organizations, and the general public. They will lead meetings, maintain communications with the Committee, and promote active participation by volunteers in all areas of the organization's work.

PLANNING: The Deputy Director, in collaboration with the Executive Director, develops and implements strategies and programs designed to meet the organizational mission, goals, and objectives. The Deputy Director co-leads BurlyCon planning by creating the annual committee work plan, helping Directors set milestones and define tasks, and follow up towards completion.

MANAGEMENT: The Deputy Director performs management functions at the executive level and helps to ensure that capable management is in place to handle other work effectively. The Deputy Director communicates regularly with Directors and other Committee members to review plans, check against goals, drive completion of event logistics, troubleshoot issues, strategize solutions, and clear obstacles from paths of Committee Members to support team do their work. They identify risks and issues, delegate to Committee as much as possible, and work with the Executive Director to escalate to Board if needed.

BUDGET & ADMINISTRATION: The Deputy Director assists with developing and maintaining sound budgeting and financial practices. They work with the Executive Director, Committee Directors and the Board to prepare a budget and see that the organization operates within budget guidelines. They help maintain official documents, in collaboration with the Administrative Director and provide them as needed for the Board and to ensure compliance with federal, state, and

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local regulations. The Deputy Director ensures that the Board is kept fully informed on the condition of the organization and all important factors influencing it. Jointly, with the Executive Director, the President and Secretary of the Board, the Deputy Directors conduct official correspondence of the organization, and jointly, with designated officers, executes legal documents.

Requirements & Qualifications

Time

The Deputy Director is required to prepare, be present and co-direct the following standing meetings in addition to the time required to accomplish their regular duties:

- Second Monday of the month 6pm PST – 9pm PST – 3h All Committee Meeting
- Fourth Monday of the month 6pm PST – 8pm PST – 2h Directors Meeting
- Monthly as scheduled – 2h Board Meeting
- Monthly hour-long check-ins with each director (up to 12h/m)
- The Week Pre-Convention – 40-60 h in preparation in Seattle
- During Convention from Wed Load-In to Sun Load-Out avail 24h/day onsite in Seattle
- Post-Convention 2-day Board Meeting in Seattle
- Spring Programming Retreat 2-days in Seattle
- Summer Directors Budgeting Meeting 6h
- Winter Directors Planning Meeting 6-12h
- Weekly co-working with Executive Director 1-2h

Generally, must be available to work evenings, weekends, and general entertainer/showbiz hours.

Technical

The candidate must provide their own reliable, technical equipment, including:

- Smart phone
- Laptop with internet access, video capabilities, and MS Office software
- Internet access

The candidate must have comfort and ease with technologies such as:

- Dropbox

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- Google Drive, Google Calendars
- Excel, Word, PowerPoint
- Facebook, Instagram, Twitter

Preferred Skills and Experience

The successful candidate will have a proven history of:

COMMITMENT & VALUES

- Knowledge of burlesque history and neo-burlesque trends and a commitment to Burlesque Education.
- Understanding and familiarity with the Global Burlesque Community
- Commitment to anti-racist principles.
- Unabashed feminism.
- An understanding of humor including irony, satire, allegory, and parody.
- Organized, self-directed, motivated, and impeccable attention to detail.
- Good team player.

LEADERSHIP

- Comfort and ease with public speaking
- Exercising independent judgment.
- Working under pressure.
- Working effectively and coordinating activities with a wide variety of individuals and committees both within and outside of the organization.
- Applying diplomatic and effective problem-solving strategies to complex and nuanced situations
- Working effectively as a team member and facilitator.
- Habitual promptness and a deadline-driven personality

ADMINISTRATION

- Knowledge of practices and principles of administration, planning, supervision and staff development.
- Directing and overseeing planning, administration, service delivery, and monitoring/ evaluation functions of a business or organization.
- Understanding regulations, guidelines, policies and performance objectives and apply them to the daily operations of a business/ organization.
- Hiring, motivating, discipline and terminating staff and volunteers following legal and policy requirements.

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- Clear and effective verbal and written communication with a variety of audiences.
- Personnel management skills and volunteer coordination.
- Event production experience

It will be extremely helpful if the candidate has facility, or at least familiarity, with:

- Non Profit Management
- Fundraising, including but not limited to Membership, Sponsorship, Grants, Individual Donors, and Program Ad Sales.
- Website updates & maintenance (WordPress)
- Contact/Donor/Fundraising Management Systems (Little Green Light etc)
- Project Management Intranets (TeamworkPM)
- Social Media Management (HootSuite)

Compensation

This is a yearly contractor position. The person is responsible for all taxes, filing, etc. There are no health or insurance benefits to this contractor position.

- Monthly stipend of \$750 for the first (training) year. Potential for advancement.
- Convention Pass (valued at \$425) for Deputy Director
- One shared hotel Room for Deputy Director (with other Directors or Board Members)
- Round-trip travel to Convention if needed
- Round-trip travel to Programming Retreat if needed
- Convention Parking Pass
- Reimbursement for direct expenses to the convention, excluding phone, internet, gas, and food.