

## **Director of Community Development Position Description**

The Director of Community Development position is responsible for planning, organizing and implementing community-based projects by working cross functionally with other BurlyCon committee teams. The position supervises members of the Community Development team.

The position reports to the Executive Director and the Deputy Director.

### **Duties**

The role is responsible for the following:

- Updating policies and procedures related to strengthening the community.
- Developing, selecting, and managing "Birds-of-a-Feather" Caucuses including facilitators.
- Developing, selecting, and managing discussion Panels including moderators and panelists.
- Producing onsite act Peer Reviews including pre-con application and selection process.
- Developing descriptive content to be published to the public by the Communications team, including public-facing views of policies and procedures.
- Identifying and measuring metrics for the success of the Community Team.
- Advise on sensitive situations or conflicts, and promote harmony among BurlyCon community.
- Recruit and supervise the onsite event Ombudsperson volunteers.
- Vet all guides, including panelists, moderators, facilitators, reviewers and ombudspeople, ensuring consistency with BurlyCon mission and values.

### **Requirements**

- Proficient in internet and computer technologies, particularly Excel.
- Has own equipment including computer, smartphone, and access to printer.
- At time of event is reachable day and night.
- Average hours are 2h/m and 8h/d during the 5-day event. Must be able to attend monthly committee meetings (2<sup>nd</sup> Monday 6pm PST), monthly Director meetings (4<sup>th</sup> Monday 6pm PST) in addition to work hours, and be present onsite Wed-Sun the weekend of the convention.
- Direct and prompt communication, excellent follow-through.
- Clear, concise, polite, and efficient written and verbal communication.
- Responsible, reliable, and respectful with committee and volunteers.
- Passion for BurlyCon's mission

### **Experience**

- Volunteer Coordination
- Project Management

- Conflict Resolution and De-escalation Training
- Human Resources Management

### **Compensation**

- Monthly stipend of \$50.
- Full weekend convention pass (valued at \$425), and pass for (2) Ombudspersons who serve under Director of Community Development.
- Shared hotel room for event weekend (W-Su), shared with (2) Ombudspersons who serve under Director of Community Development.
- Individual and team recognition at event.
- Opportunities for visibility/access to events.

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.

It is the policy of BurlyCon to provide equal contractor opportunity to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status.