

Director of Programming Position Description

This position directs all activities related to educational and social offerings at BurlyCon. This position manages presenter and course selection, scheduling and logistics. Over 100 classes with over 40 international presenters are included at the annual weekender, in addition to daily and nightly events. This position manages the execution of year-round events including convention social activities, Seattle Pride appearance, and the annual BurlyPod at BHOF. This position manages a cross-disciplinary group of volunteers to execute all programming duties.

Position reports to the Executive Director and Deputy Director.

Duties

EDUCATIONAL PROGRAMMING

- Write, issue, and manage Call for Proposals.
- Coordinate solicitation, review, acceptance and denial of teaching proposals. Guide curation and selection of classes that continue high level of value to patrons.
- Create, cultivate, and sustain positive working relationships with presenters, acknowledging their contributions.
- Manage content, fee, travel, and contract negotiation with presenters on time and on budget. Field questions from teachers and negotiate their needs as they arise.
- Oversee Guest of Honor communication, care and presenter travel.
- Prepare written class, presenter, event, and activity descriptions for use by Media team in promotions.
- Create schedule of classes, events, and community activities, ensuring positive flow of overall convention.
- On Day of Event, be on site and on-call (3rd tier response).

MANAGEMENT

- Oversee team of programming and event production volunteers.
- Participate in key planning sessions including Program Editing and Board Meetings as requested.
- Technical management of data files including submitted proposals, presenter bios, and contracts.
- Review of all class and full-con evals for use in programming decision making.

EVENTS MANAGEMENT

- Guide and coordinate all aspects of weekend event programming.
- Create annual themes.
- Plan, Coordinate, Manage and Execute Events, including inclusion in printed program. Website, and smartphone app.

- Organize and support BurlyCon presence at public facing events including Seattle Pride.
- Oversee and coordinate BHOF BurlyPod in Las Vegas, and any others that may arise.

Requirements

- Proficient in Internet and computer technologies, access to printer.
- Proficient with volunteer coordination, and impeccable organizational skills.
- Has computer, mobile phone and is reachable day and night.
- Available year-round, average hours are 6h/w and 8h/d during the 5-day event. Must be able to attend monthly committee meetings (2nd Monday 6pm PST), monthly Director meetings (4th 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.
- Passion for BurlyCon's mission.

Experience

- Understanding and appreciation of the national Burlesque community.
- Extensive event management, festival production, and volunteer coordination skills.
- Balanced, reasoned, patient, calm and clear under pressure.
- Awareness of key players in Burlesque scene.

Compensation

- Monthly stipend of \$450. This is a contractor position. Person is responsible for all taxes, filing, etc.
- Weekend pass to BHOF for self and two coordinating volunteers.
- Air transportation and housing to/from Directors Meeting and Programming Retreat.
- One convention pass for self and up to 7 Programming Team Members (each valued at \$425).
- Hotel room for self and up to 7 Programming Team Members (shared).
- Air transportation for up to three persons to Convention.