

BurlyCon Director of Programming

Position Description

Reports to: Executive Director

Duties:

- Oversee team of volunteers to ensure the timely creation of an event program within parameters of a budget.
- Guide and coordinate all aspects of the programming of weekend events including the following tasks:
 - Create or identify any theme or focus for the given year by April 1
 - Review class and con feedback sheets from the previous year by January 15 to assess topics and teachers that were highly valued as well as those that were not, program subsequent year accordingly
 - Construct a time line for the year's work by January 30th
 - Create a payment and reimbursement system for teachers that falls within the budget
 - Select Invited Presenters, taking into consideration any theme or focus, as well as a teacher's history with BurlyCon and their past teaching/ performing experience.
 - Write, issue, and manage Call for Proposals
 - Coordinate solicitation, review, acceptance and denial of teaching proposals
 - Negotiate with teachers around class topics and compensation levels
 - Create, cultivate, and sustain positive working relationships with presenters, acknowledging their contributions.
 - Create and collect contracts and W-9 paperwork from teachers in advance of convention
 - Create a schedule of classes, taking into consideration flow, tech, and space needs.
 - Ensure flow of overall convention schedule, including events
 - Coordinate caucuses.
 - Plan, Coordinate, Manage and Execute Events, including inclusion in printed program and app.
 - Collect teacher bio, class description, contract and tech needs for all classes
 - Choose panel topics, select moderators and panelists
 - Educate moderators on their responsibilities and facilitate discussion between moderator and panelists before the con
 - Choose caucus topics and select hosts.
 - Field questions from teachers and negotiate their needs as they arise
 - Participate in key planning sessions including Program Editing and Board Meetings as requested
- Guide curation and selection of classes that continue high level of value to patrons.
- Oversee Guest of Honor communication, care and presenter travel
- Prepare written class, presenter, event, and activity descriptions for use by Media team in promotions.
- Review execution of contract agreements with presenters
- Ensure preparation and submission of class timetable, class descriptions, and instructor bios to Program Writer in timely fashion. Responsible for final editing of printed program, program content on website, and digital Guidebook application.
- Ensure coordination of all class & venue logistics with Venue Team
- On Day of Event, be on site and on-call (3d tier response)
- 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 in Word and Excel

Has mobile phone and is reachable day and night.

Available year-round, 20h/week availability during peak periods

Direct and prompt communication, excellent follow-through.

Passion for BurlyCon's mission

Must be able to attend Programming Retreat in Spring

Must be able to attend BurlyCon every year

BurlyCon Director of Programming

Experience

Understanding and appreciation of the national Burlesque community, Awareness of key players in Burlesque scene, Volunteer Coordination

Compensation – This is a contractor position. Person is responsible for all taxes, filing, etc.

Weekend pass to BHOF.

Air transportation to/from Directors Meeting and Programming Retreat.

One convention pass for self, up to seven for team members (each valued at \$425)

Hotel room for self and 7 team members (shared)

Air transportation for to Convention with possibility of additional air transportation budget for team members (tbd)

Stipend and Team Recognition

Burlycon not only values diversity, we celebrate it. We welcome applicants from members of historically underrepresented minority groups, persons with disabilities, sex-industry workers and others who would bring additional dimensions of experience to our community. Those that have similar and transferable skills are invited to apply even if their skills and backgrounds do not specifically match the job requirements. BurlyCon is an educational organization that is committed to the personal growth, educational advancement, and professional success of its constituents.