



La Mezcla Company & Program Manager- Part Time

Company Overview

[La Mezcla](#) is a San Francisco-based dance company and small community arts organization rooted in Latinx, Chicanx, and Indigenous traditions and social justice. La Mezcla's work features historical performance narratives told through Tap Dance, Zapateado Jarocho, Afro-Caribbean traditions, and live music. Founded by [Artistic Director Vanessa Sanchez](#), La Mezcla works to increase access to the arts for communities of color through percussive dance and music, arts education, mentorship, and community engagement. La Mezcla performs regularly in the San Francisco Bay Area and will begin a national tour of their show [Pachuquismo](#) in 2022.

Job Description

La Mezcla is seeking a positive, community-oriented Company & Program Manager with a passion for cultural arts, dance and spreadsheets. This position works closely with the Artistic Director in moving La Mezcla's mission forward through administrative management, community programming, and production support. An ideal candidate is self motivated, asks questions, manages timelines, enjoys the occasional dance party break, and gets the work done. Women and non-binary people of color strongly encouraged to apply.

9-11 hours/wk with an increase during production periods. Work schedule is flexible, weekday daytime availability and San Francisco Bay Area-based preferred. Administrative work is done remotely, some in-person company work required (pending Covid). This is an independent contractor position that runs through Fall 2022, likely to be extended through Fall 2023. \$21-\$25/hr based on experience.

Responsibilities & Duties include:

- **Company:** Manage the company's schedule of rehearsals, performances, tour dates, and residencies. Communicate with company artists to coordinate and confirm rehearsal schedules, events and contracts.
- **Program & Production:** Manage La Mezcla's class and community program schedule (2-3 a month), and provide administrative and production support for La Mezcla productions. Grant application support as needed.
- **Finances:** Work with the Artistic Director in tracking company finances and payments.
- **Marketing:** Support with website, social media updates and community outreach as needed.

Preferred Qualifications

- A demonstrated commitment to social justice and/or arts for social change
- Demonstrated skills and experience in project and/or company management. Experience in performing arts production management is a plus.
- Strong interpersonal, written communication, organizational, and time-management skills, with attention to detail

- Proficiency in email communications, Google suite (calendar, drive, docs, sheets), and Zoom
- Familiarity with Social Media platforms including Instagram, Facebook, and Youtube.
- Valid driver's license is a plus.

To Apply

Please send a cover letter and resume to LaMezclaSF@gmail.com, with **“La Mezcla Manager Position”** in the subject line. Accepting applications until the position is filled.