



FESTIVAL MANAGER

Job Description

The Vail Valley Foundation is seeking a highly qualified candidate to fill the position of Manager of the Vail International Dance Festival www.vaildance.org. The Dance Festival, which celebrated its 22nd season in 2010, has gained a reputation as one of the leading dance events in the world.

The position is a year-round, full time staff position with the Vail Valley Foundation, reporting directly to the Festival Director, Damian Woetzel. The manager will also work closely with the marketing and production teams.

This position requires an individual that is self-directed, creative, hard working and resourceful, with attention to detail an absolute necessity. In addition, we are looking for a person that has the capacity to deal with multi-dimensional tasks, along with the ability to establish strong relationships. Some marketing experience is also preferred.

The position demands that the individual be able to perform managerial as well as administrative and clerical duties, including booking and managing lodging and travel plans. The position will take direction from the Festival Director, who will not be located in the main office, so this candidate must be self-motivating in order to achieve a set of tasks that will ensure the successful staging of the festival.

Strong candidates will have a background in the arts, along with excellent computer, organizational and administrative skills. In addition, we are looking for an individual who has a minimum of four years in a management level position and has a strong management skill set. A four-year degree is strongly preferred, though commensurate experience in the performing arts/events management field will be considered as equivalent. .

Compensation is commensurate with experience. In addition, the Vail Valley Foundation offers excellent benefits and 401K packages.

Interested candidates should submit a cover letter and resume to the Vail Valley Foundation's Human Resources Department by email jobs@vvf.org or mail at P.O. Box 309, Vail, CO. 81658.