



Job Title: Artistic Director

Job Purpose: Deliver the artistic mission of Calpulli Mexican Dance Company

Manages: Music Director, Rehearsal Director/ Assistants, Dancers

Reports to: Board of Directors

Updated: July 2022

ORGANIZATIONAL MISSION

The Calpulli Mexican Dance Company (hereafter Calpulli) was founded in 2003 with the mission of celebrating the Mexican community through dance including live music. To this end, the organization produces performances via its international touring company, designs arts-in-education experiences for all ages and leads community outreach activities in the northeastern USA.

POSITION SUMMARY

The Artistic Director is responsible for conceiving, developing, implementing, and overseeing the artistic vision in alignment with Calpulli Mexican Dance Company’s mission to celebrate the rich diversity of Mexican and Mexican American cultural heritage through dance-based programming including live music. The Artistic Director shapes the company’s work, including staging productions, special projects, tours, educational programs, and outreach programs.

Primary duties include assessing and enhancing the company’s artistic and programmatic capabilities; programming all productions; casting and developing dancers; engaging designers and technical staff; setting production schedules; planning with the Executive Director organizing budgets in line with the organization’s fiscal plans.

The Artistic Director serves as spokesperson and advocate for the company before funders, the media, stakeholders and public. The Artistic Director will be a dynamic leader who can work with the Executive Director to articulate the company’s vision and direction and fuel the ongoing life of the organization.

RESPONSIBILITIES

1. Design a comprehensive, mission-driven artistic vision for the institution
2. Set and execute Calpulli’s programming across all artistic disciplines
3. Choreograph and stage all productions
4. Develop, elevate, preserve, and refine existing repertoire
5. Recruit, select, hire, and manage dancers and artistic staff, and commissioning artists
6. Train and develop dancer’s technique in appropriate styles of movement, including folklorico, ballet, modern, etc.
7. Teach dancers existing and new repertoire
8. Provide insight to Music Director to help inform development of live music
9. Create and identify opportunities for partnerships and collaborations with other cultural and educational organizations regionally, nationally, and internationally
10. Act as the organization’s spokesperson at events as requested
11. Work closely with communications consultants on all marketing and PR initiatives
12. Provide regular written Artistic Director reports to Calpulli’s Board of Directors
13. Partner with Executive Director to manage and align project and organizational budgets
14. Provide support for special and fund-raising events, and campaigns as needed



15. Solicit and respond to audience and community feedback regarding programming

DETAILS

16. Position is part-time and salaried

17. Flexible hours Monday-Friday and weekends accounting for performances and rehearsals

QUALIFICATIONS

18. Knowledge of Mexican music, dance and cultural history

19. Minimum of 5 years of artistic leadership experience

20. Proven leadership ability and talent-development skills

21. Established relationships with US and international performing arts organizations and artists, as well as Mexican-based cultural organizations

22. Experience in arts programming and audience development

23. Creative, collaborative, energetic and organized character

24. Strong interpersonal and communication skills

25. Understanding and appreciation of arts-in-education and arts enrichment programming

COMPENSATION

The part-time annual salary range is \$25K-\$35K.

TO APPLY

Interested individuals please email your cover letter, resume, and/ or curriculum vitae to jobs@calpullidance.org with the subject line “**Artistic Director.**” Individuals proceeding to the interview process will be requested to provide references.

NONDISCRIMINATION POLICY

It is the policy of Calpulli Mexican Dance Company, Inc. to provide equal employment opportunities in compensation and other terms and conditions of employment without discrimination based on age, race, creed, color, national origin, gender, sexual orientation, disability, marital status, veteran status, genetic predisposition, or carrier status.

Calpulli Mexican Dance Company, Inc. is committed to assuring equal employment opportunity and equal access to services, programs and activities for individuals with disabilities. It is the policy of the Calpulli Mexican Dance Company, Inc. to provide reasonable accommodation to a qualified individual with a disability to enable such individual to perform the essential functions of the position for which he/she is applying or in which he/she is employed.

The policy applies to all employment and independent contractor practices and actions. It includes, but is not limited to, recruitment, job application process, examination and testing, hiring, training, disciplinary actions, rate of pay or other compensation, advancement, classification, transfer, and promotions.