Program Assistant - Traditional Dance Troupe

Position Information

Employer:
Somali Museum of Minnesota

Division:
N/A

Title:
Program Assistant - Traditional Dance Troupe

Description:

The Somali Museum of Minnesota is the only museum in North American devoted to preserving Somali traditional art and culture. The Museum targets Somali-American youth who have grown up without connection to their culture, and non-Somali Minnesotans encountering Somali culture for the first time.

The Museum seeks a Program Assistant to help organize execute youth cultural activities related to the Somali Museum Dance Troupe.

Manage Dance Troupe rehearsals and performances
- Set up rehearsal space for practice (room, costumes, props, sound system)
- Take attendance of participants
- Oversee technology needs (sound system, required music and media)
- Clean up space and materials after practice and performances
- Coordinate preparation for performances (May include: calling/texting reminders)
- Manage accounting of performance payments for youth
- Work collaboratively with Program Coordinator to ensure all youth have a positive experience, and all parents receive appropriate communication and updates
- Occasionally coordinate alternate rehearsal spaces

Coordinate Dance Troupe program outreach
- Contact representatives of host locations to schedule performances
- Liaise with guest artists about master-classes and special events
- Conduct outreach to schools with large Somali student populations to recruit members

Develop strategies for increasing awareness of the Somali Museum in the community
- Gather feedback from the community about programs the Museum can offer
- Scout potential collaborations with community organizations
- Represent and share information about the Museum at community events
- Engage in networking to build the community of supporters of the Museum

Location:

Location #1
Nationwide
no
City
Minneapolis

How To Apply

Requested Documents:
- Resume
- Cover Letter

Important Dates

Posted On:
Nov 07, 2016

Applications Accepted Until:
Jan 30, 2017

Default Email For Resumes
outreach@somalimuseum.org

Contact Information

Employer: Somali Museum of Minnesota
Name: Sarah B Larsson
Title: Outreach & Development Director
E-mail: sarah.larsson@somalimuseum.org
Website: http://www.somalimuseum.org
Phone: 952-818-0021
Address: 1516 East Lake Street #11
Minneapolis, MN
55407 United States
Position Type:
Entry Level Job (< 3 yrs), Part Time, Unpaid, Internship

Desired Class Level(s):
Freshman, Sophomore, Junior, Senior

Salary Level:
0

Job Function:
Arts, Media, Digital Media, Creative Design, Advertising

Desired Start Date:
December 1, 2016

Approximate Hours Per Week:
10-15

Qualifications:
Requirements:
• Experience with project management
• Pleasant and engaged attitude towards visitors and class participants
• Self-direction and confidence
• Eagerness to learn, share, and celebrate Somali traditional culture
• Computer skills (Google drive, Microsoft suite, email)

This position is an opportunity to learn about traditional Somali culture and engage the broader community in cross-cultural education. Extensive background in Somali culture not necessary, but favored. This position may lead into further hours helping with tours at the Museum.