



Cashion Cultural Legacy

Job Description

Assistant Artistic Director

Title: Assistant Artistic Director, Los Lupeños de San José

Type: part-time permanent (mostly evening)

Schedule: 10-15 (mostly studio/rehearsal time with dance companies)

Location: San José, California (at least 90% of work will take place at the Mexican Heritage Plaza)

Salary Range: \$25-\$35/hour

Starting Date: Immediate

Job Summary

The Assistant Artistic Director (AAD) supplements and assists the Artistic Director towards achieving the Cashion Cultural Legacy's mission and artistic vision. The majority of the AAD's time will be spent training the dance companies towards specific goals. Goals include, but are not limited to, working on performance preparation, footwork accuracy, and regional body styling. AAD may set and supervise some client-contracted shows. AAD may work with the Artistic Director on fulfilling major concert event requirements. The approximate time breakdown for the AAD between programs is: 40% Los Lupeños Performing Company, 40% Los Lupeños Juvenil, and 20% Los Lupeños Academy (focusing on planning, curriculum, etc.).

Primary Areas of Responsibility

- Collaborates on tasks or projects assigned by Artistic Director including, but not limited to, instruction of legacy dances or dance suites, costume selection, and sharing the performance captain role when feasible for contracted services.
- Trains dancers on legacy, current, and newer dance suites during general rehearsals. Leads rehearsals in Artistic Director's absence.
- Teach and refine dancers' footwork, skirtwork, timing, styling, professionalism, and presence.
- Learn and teach Los Lupeños repertoire. Learn and teach dance technique for regional body styling.
- Assists with planning and execution of dancer recruitment via auditions.
- Attends meetings where the topic is artistic vision, planning, or execution. Attends board meetings as deemed necessary by the CCL Board of Directors.
- Participates in Artist Exchange workshops as well as external workshops when suitable.
- Perform related duties as assigned.

Qualifications

- Have at least 10 years of Mexican folklórico experience, plus modern, ballet or other dance genres.
- Knowledge of or personal experience with Los Lupeños trajectory, styling, rehearsal management, etc. is a plus.
- Demonstrate folklórico training and knowledge from different master instructors (including in México).
- Strong leadership skills with polished instruction methodology.
- Ability to express knowledge of Mexican Culture related to dance and music.
- Excellent communication skills.
- Good attention to detail, punctuality, and follow through.
- Ability to work as part of a team.
- Bilingual English/Spanish is a plus.

Working Conditions

The characteristics described below are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



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Environment: Varies from a climate-controlled home-office setting to working outdoors with temperatures ranging from mild/moderate to extreme cold/heat.

- Outdoor environment: drive personal vehicle to conduct work, visit sites, and travel to other organizations and companies, meetings and workshops

Physical Demands:

- Dexterity of hands and fingers to operate a computer keyboard and other office equipment
- Read printed matter and computer screens.
- Ability to sit for extended periods of time, stand, stoop, bend, and walk.
- Perform lifting, pushing and/or pulling of objects which normally does not exceed 50 pounds and is an infrequent aspect of the job.
- Hearing and speaking to communicate within a normal range, give directions to small or large groups of people and exchange information in person and on the telephone.

How to Apply

To apply for this job please email your dance resume along with a cover letter explaining why you are the best candidate for this position to: jobs@cashionculturallegacy.org