

**Cross Cultural Center**  
**Danzantes del Alma Student Manager**  
**Job Description**  
**2020-2021**

**Salary:** \$13.50/hour (Assistant III)

**Reports to:** Associate Director

**# of Positions:** 2

The Danzantes del Alma Student Manager (DdASM) serves as an ambassador of the Cross Cultural Center by promoting its mission, goals, and values. The DdASM serves as a co-student manager for Danzantes del Alma as well as assess, address, educate, and advocate for the issues and needs of DdA Board and dance troupe.

**Job Duties**

- Coordinate planning and administration of Danzantes del Alma rehearsals and performances, including Board Retreat, Troupe Retreat, the Annual Show and Children's Workshop
- Develop working relationships and joint programming with other Culture Days programs
- Write quarterly and ad hoc reports on programming attendance, collaborations, and DdA goals
- Coordinate recruitment and orientation of new members
- Facilitate DdA Board and General meetings
- Develop and maintain positive working relation with DdA Dance Instructor
- Oversee follow-through on plans and decisions
- Collect annual member registration information
- Maintain schedule/calendar of all activities and deadlines on a daily/weekly basis
- Develop and maintain effective working relationships to create a team among board members and dance troupe
- Coordinate all performances and maintain timely contact with clients
- Supervise committee chairs for publicity, fundraising, and program planning through completion of tasks
- Maintain, analyze and keep track of funds and programming budget
- Plan and implement the Annual Show, including performance contracts, logistics, insurance, and ticket sales
- Collect, document and deposit dues and other payments
- Maintain member roster
- Process department and University paperwork
- Regularly meet and update with CCC web student coordinator for oversight of DdA website
- Regularly meet with CCC Graphics Student Coordinator to approve DdA publicity & Annual Show poster artwork
- Maintain communication between DdA Board, university and community, and CCC Supervisor
- Conduct end of the year evaluation and submit written annual report
- Maintain DDA records and files

**Required Skills & Knowledge**

- Must have been an active troupe member of DdA for at least one year prior to becoming student manager

- Must have strong organizational skills to manage multiple projects and the ability to lead and conduct meetings
- Knowledge of current Chicanx and Latinx community issues and needs
- Background in various Mexican dances and performances
- Must be a registered student in good academic standing quarterly and cumulatively
- Understand, articulate, and address issues of multiculturalism, cross-cultural intersections, racism, sexism, heterosexism, homophobia, classism, religious oppression, cultural appropriation, sizeism, ableism, etc.
- Interest in or knowledge of issues surrounding underserved and underrepresented communities on campus
- Must be willing to work throughout the academic year including evenings and occasional weekends (except for school breaks)
- Strong oral and written communication and interpersonal skills
- Ability to maintain, analyze and keep track of funds and programming budget
- Good computer skills using software such as: Microsoft Word, Excel, Power Point
- Ability to work collaboratively with a diverse team

### **Preferred Skills & Knowledge**

- Work Study, DACAmented and international students are encouraged to apply
- Training in conflict resolution or mediation
- Coursework or community experience in areas related to diversity issues (e.g. social justice, identity politics, identity development, cross cultural communication, multiculturalism, topics dealing with race/ethnicity, sexuality, gender, age, ability, religion/spirituality, class)
- Prior experience working with registered student organizations
- Previous experience developing curriculum and programs, leading workshops that promote social justice, leadership development and peer education