

Frequent Flyers® Aerial Dance Rigging & Equipment Manager

Frequent Flyers is a Boulder, Colorado, non-profit aerial dance organization. The Rigging & Equipment Manager works with the Frequent Flyers team to manage our equipment inventory, rigging needs, and equipment/rigging policies and procedures.

Position is approximately 5 hours per week at \$18/hr. No benefits. Hours flexible, but may include evening hours or weekends. This position will spend the majority of their time maintaining equipment inventory, writing policies, managing rigging committee and coordinating rigging for all aerial activities, with some occasional general administrative support. Additional hours included for registration weeks (5 hours, 6 weeks a year at the beginning of each session), the Aerial Dance Festival (30 hours first 2 weeks of August), and rigging inspections (35 hours, 2 weeks a year at the beginning of each semester).

This person reports to the Education Director but will also work in collaboration with other Frequent Flyers staff and contractors. Specific duties include the following:

Rigging & Equipment Management

- Maintain physical equipment inventory, including purchasing, inspecting, storing, coding, repairing, retiring, etc.
- Maintain and update digital equipment inventory records.
- Maintain and update digital equipment inspection logs.
- Create and update equipment inspection protocols.
- Create and update rigging policies and procedures, including aerial rescue plans.
- Maintain and develop knowledge of current aerial safety/rigging/equipment information and trends.
- Research OSHA standards as they apply to Frequent Flyers activities and begin to adjust current policies to fit those standards.
- Manage the equipment & rigging budget, including submitting budget requests prior to the start of each new fiscal year.
- Research and purchase new equipment as needed within budget limits and maintain records of all purchases.
- Plan and schedule all rigging inspections and rigging adjustments.
- Design studio grids in conjunction with Education Director and Performance Director.
- Design performance grids for student performances in conjunction with Student Company Manager.
- Coordinating rigging activities with professional contractors when the necessary work is outside the Rigging & Equipment Manager's scope of knowledge and ability.

Aerial Dance Studio Support

- As available/needed, answer the phone and help with registration and office coverage .
- As available/needed, answer the phone and help with registration and office coverage during the Aerial Dance Festival.
- As available/necessary, act as a spokesperson in the community and at specified events for Frequent Flyers.

Minimum Qualifications

- Knowledge of and deep interest in aerial dance.
- Be a current aerial dance instructor with a minimum 3 years experience.
- At least 1 year prior experience rigging for aerial activities, including proven coursework and study of aerial rigging; advanced experience and coursework preferred.
- Be detail-oriented, organized, and possess the ability to manage many tasks at once.
- Must be able to work independently, possess skills in creative problem solving and critical thinking, be proactive, and consistently meet deadlines.
- The ability to use independent judgment, discretion, and excellent decision making skills.
- Excellent communication skills, including oral, written and editing skills .
- Strong interpersonal skills, including the ability to work collaboratively with many staff.
- Flexibility to work with new ideas and policy development.
- Must possess proven skill in use of Microsoft Office and Internet.
- Experience using MindBody software, Google products, and Airtable is preferred.
- Experience with database and project management is preferred but not required.