

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 part time at approximately 10 hours per week, starting at \$25 per hour. Hours are flexible, but will include evening hours or weekends. Required hours include a full 40 hour work week during rigging inspections that occur twice a year. Position is eligible for sick leave and health benefits stipend. This position will spend the majority of their time maintaining equipment inventory and coordinating rigging for all aerial activities, with some occasional general administrative support.

This person reports to the Business Manager but will also work in close collaboration with the Education Director, and 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 ACE and OSHA standards as they apply to Frequent Flyers activities and adjust current policies to fit those standards with the Rigging Committee
- 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 class grids in conjunction with Education Director, Artistic Director, and Student Company Manager
- Design performance grids for student performances in conjunction with Education Team and for Professional Company
- Coordinate 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/necessary, act as a spokesperson in the community and at specified events for Frequent Flyers

Minimum Qualifications

- Knowledge of and interest in aerial dance
- 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 preferred but not required

Send resume and cover letter to: jobs@frequentflyers.org

Info: frequentflyers.org