



## 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  
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 Minneapolis, MN  
 55407 United States

State/Province  
Minnesota  
Country  
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.