



1653 18TH ST. SUITE #2
SANTA MONICA, CA 90404
WWW.TEADA.ORG
TEADA@TEADA.ORG
310.998.8765

TeAda Productions is pleased to announce two part-time positions to be filled by April.

Marketing & Development Consultant

TeAda seeks a Marketing & Development consultant who can support the exciting growth of a small non-profit arts organization with a successful artistic and fundraising record. The Consultant conducts fundraising and public relations activities and reports to the Artistic Director. Primary short-term focuses include Marketing and Fundraising for the 5th Annual TEADAWORKS new works festival and Refugee Nation - a National Laotian Theater Project. S/he will work off-site but must be able to attend events in Los Angeles County and meet weekly with the Artistic Director. S/he will also have administrative staff and volunteers to assist them as needed.

RESPONSIBILITIES

- Marketing/Press relations for upcoming events
- Create a marketing/fundraising plan for 2007
- Develop, implement and maintain the organization's individual giving program
- Select, implement and maintain a database of current and potential donors
- Design and implement annual direct mail/email appeal
- Assist with some grant writing as needed
- Participate in strategic planning for agency growth and development
- Special projects as requested

This is a consultant position of 10-20 hours a week for at least 3 months (with the potential of becoming an ongoing position). Hourly rate based on experience.

Organizational Development Intern

TeAda Productions seeks an energetic Organizational Development Apprentice to assist with the development of a strategic plan that will increase TeAda Production's capacity to fulfill our mission. This position is ideal for a current or recent MBA graduate student who is interested in getting on the job experience with a non-profit arts organization that is committed to social change through the arts and provides arts programming for residents and artists of underserved Los Angeles communities. The Intern will work directly with the Artistic Director and can work off-site but will need to be able to conduct some administrative duties and attend meetings in West LA offices.

RESPONSIBILITIES

Assist the Artistic Director, Board Members, and consultants in administrative and production needs associated with creating a 3-5 year Strategic Business Plan including:

- Collecting, formatting and assembling organizational documents
- Line produce focus group meetings with artists, staff, supporters and board members
- Assist with implementing fundraising, marketing, and board development plans
- Attend and support events

This is a paid position of 5-10 hours a week for at least 3 months (with the potential of becoming an ongoing position). Hourly rate based on experience.

Send resume and cover letter with three references by March 23, 2007 to Leilani Chan, Artistic Director, TeAda Productions at leilani@teada.org



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ABOUT TEADA PRODUCTIONS

After 10 successful years of providing arts programming for residents and artists of underserved Los Angeles communities, and five years as a non-profit organization, TeAda Productions is poised to strengthen and expand its services for artists and the greater community. TeAda plays a unique role as a place where artists of color – at all stages in their careers - can collaborate in the development of new interdisciplinary and intercultural performance work.

TeAda Production's mission is to empower underserved communities through the development and presentation of interdisciplinary theatrical performances by, for and about people of color. TeAda offers professional growth opportunities for all levels of artists - emerging to established - and develops cross-disciplinary performances that incorporate cultural forms such as dance and music with experimental theatrical and performance art practices. TeAda Productions expands awareness and educates the general public about issues facing underserved communities by offering community-based workshops, master classes, forums, new work development labs, staged readings, and by presenting and touring innovative performances both locally and nationally in traditional and nontraditional venues. For more information visit www.teada.org

We have an exciting year ahead of us and we are looking for passionate, creative and dynamic individuals to propel our organization to the next level.

CURRENT PROGRAMS INCLUDE

- TEADAWORKS New Performance Development Lab and Festival: Launched in 2002, TEADAWORKS is an Artist Incubator Project that annually assists 6-20 artists in creating new performance works. Over the past 5 years, performances created by TEADAWORKS artists have gone on to be further developed and presented in venues both locally and nationally.
- Refugee Nation: Through the re-telling and staging of oral stories collected from Laotian American communities across the U.S. this powerful community-based performance will explore the impact of war, refugees, and global politics on the creation of new American communities. "Refugee Nation" is being developed in collaboration with Legacies of War, an organization created to raise awareness about the *history* of the Vietnam War-era bombing in Laos, to provide space for *healing* the wounds of war and to create greater *hope* for a future of peace. Performances are scheduled for L.A., New York, Alaska, and MA.