

Job posting

Freelance Field Research Coordinator – Mortimer & Mimi Levitt Foundation

JOB DESCRIPTION

The Mortimer & Mimi Levitt Foundation (Levitt Foundation), a national private foundation based in Los Angeles, is conducting on-site surveys at permanent outdoor Levitt music venues, including the Levitt Pavilion located in downtown Arlington, beginning this May. The survey fielding effort will be conducted by a team of four field researchers who distribute and collect surveys during 2-hour shifts at 12 to 15 outdoor concerts throughout late May, June, and early July. The coordinator will be the primary liaison between the field researchers and the Levitt Foundation. S/he will manage a team of researchers, conduct all relevant on-site training for data collection, and manage the survey collection process at each concert.

Concerts occur Fridays through Sundays. The coordinator is responsible for ensuring that each concert is fully staffed with four field researchers and that sufficient surveys are being collected to meet daily goals. Fielding session schedules will vary and will require evening and weekend hours. Depending on weather conditions, some fielding sessions may need to be rescheduled to another evening. Dates for each fielding session, including back up dates to accommodate inclement weather, will be provided upon the interview.

The coordinator should be on-site at each concert to collect completed surveys from the fielders, complete daily summary sheets, and approve timesheets. Coordinators are expected to fill in for field researchers, when needed. This is an excellent opportunity for a current or recent graduate student to gain hands-on experience in audience research and evaluation methods, specifically related to free, outdoor concerts and community events.

Duties include:

- Train, schedule, and manage field researchers to conduct on-site surveys
- Oversee survey collection according to a detailed methodological protocol
- Provide the Levitt Foundation with daily fielding reports
- Manage on-site fielding supplies, including fully-charged tablets, tracking sheets, name tags, etc.
- Respond to emails and calls from the Levitt Foundation in a timely manner
- Communicate with a representative of the Levitt Pavilion, as needed

QUALIFICATIONS

- have experience with scheduling and managing freelance workers
- be knowledgeable of the Levitt Denver mission and its programming
- have experience working in diverse communities and cultures, including those traditionally underrepresented in the arts
- be comfortable approaching potential survey respondents and training others to do so
- have the ability to “think on your feet”
- be extremely reliable with a positive, friendly attitude
- be able to stand for long periods of time

COMPENSATION

- The freelance field research coordinator will receive a negotiated flat fee in addition to being compensated at a rate of \$25/hour when working on-site during the scheduled concerts.

TO APPLY

Please e-mail a brief cover note and resume to programs@levitt.org with “Freelance Field Research Coordinator – Levitt Pavilion Arlington” in the subject line. Please, no phone calls. We look forward to hearing from you.

ABOUT THE MORTIMER & MIMI LEVITT FOUNDATION

The Mortimer & Mimi Levitt Foundation is a national private foundation that exists to strengthen the social fabric of America. Through its support of creative placemaking projects, the Levitt Foundation empowers communities to transform underused public spaces into welcoming destinations where the power of free, live music brings people together and invigorates community life.

The Foundation’s primary funding areas include permanent outdoor Levitt music venues and the Levitt AMP [Your City] Grant Awards, an annual grants competition. In 2019, free Levitt concerts will be presented in 26 towns and cities across the country. Levitt music venues and AMP concert sites collectively reach more than 750,000 people annually through over 550 free, family-friendly concerts. As an example of the high caliber talent presented across the Levitt network, the 2019 GRAMMY nominees included 17 artists who have performed on Levitt stages in recent years.

Permanent Levitt venues are located in cities as diverse as Los Angeles; Denver; Westport, Conn.; Dayton, Ohio; Bethlehem, Pa.; Memphis; Arlington, Texas; and Sioux Falls, S.D., opening this summer. Each Levitt venue is programmed, managed, and supported by its own 501(c)(3) Friends of Levitt nonprofit partner, presenting 50 free concerts every year featuring music of all genres. Due to accelerating interest from cities and engaged citizens, the national network of Levitt music venues is growing. Developing Levitt locations include Fort Lauderdale and San Jose, amongst other cities.

Learn more www.levitt.org.