

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 Levitt Pavilion Dayton at Dave Hall Plaza located in downtown Dayton, beginning this August. The survey fielding effort will be conducted by a team of four field researchers who collect surveys during 2-hour shifts at 8 to 12 outdoor concerts throughout August and September. 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 training for data collection, and manage the survey collection process at each concert.

Concerts occur Thursdays 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 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

The candidate should be a responsible, organized, prompt, and detail-oriented individual with excellent inter-personal and communication skills. Ideally, we are seeking experienced freelance field researchers or graduate school students who have a background in the social sciences and/or experience with on-site survey collection and management.

The ideal candidate will also:

- have experience with scheduling and managing freelance workers
- be knowledgeable of the Levitt Dayton 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 email a brief cover note and resume to programs@levitt.org with “Freelance Field Research Coordinator – Levitt Pavilion Dayton” 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 2018, 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 half a million people annually through nearly 500 free, family-friendly concerts. As an example of the high caliber talent presented across the Levitt network, the 2018 GRAMMY nominees included 15 artists who have performed on Levitt stages in recent years.

Permanent Levitt venues are located in cities as diverse as Los Angeles; Denver; Dayton, Ohio; Westport, Conn.; Bethlehem, Pa.; Memphis; and Arlington, Texas. 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, Sioux Falls (opening 2019), and Houston (opening 2021), amongst other cities.

Learn more www.levitt.org.