

# 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 in the Levitt Pavilion located in downtown Arlington, beginning this June. The survey fielding effort will be conducted by a team of field researchers who distribute and collect surveys during three-hour shifts at 12 to 15 outdoor concerts throughout June, July and August. The coordinator will be the primary liaison between the field researchers and the Levitt Foundation. S/he will assemble a team of researchers, conduct all relevant training for data collection, and manage the survey collection process at each concert.

Concerts typically 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 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 by mid-May.

The coordinator, or a designated individual, should be on-site at each concert to collect completed surveys from the fielders and approve timesheets. If interested, the coordinator can choose to work as the fourth field researcher to collect surveys at a concert(s). Work conducted as a field researcher will be compensated at an hourly rate, separate from the coordinator fee.

Duties include:

- Train, schedule, and manage field researchers to conduct on-site surveys
- Oversee distribution and collection of surveys according to a detailed methodological protocol
- Provide the Levitt Foundation with daily fielding reports
- Manage on-site fielding supplies, such as paper surveys, pens, clipboards, etc.
- Respond in a timely way to emails and calls from the Levitt Foundation
- Communicate with a representative of the Levitt Pavilion

### 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 comfortable approaching potential survey respondents and training others to do so
- have the ability to “think on your feet”
- have 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 with the option to work as a field researcher and be compensated at an additional hourly rate of \$15-\$20/hour.

## **TO APPLY**

Please e-mail a brief cover note and resume to Patti Sanchez at [programs@levitt.org](mailto: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 neglected 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 2016, free Levitt concerts will be presented in 21 towns and cities across the country. Levitt music venues and AMP concert sites collectively reach more than half a million people annually through 450+ free, family-friendly concerts. As an example of the high caliber talent presented across the Levitt network, the 2016 GRAMMY nominees included 21 artists who have performed on Levitt stages in recent years.

Permanent Levitt venues include cities as diverse as Los Angeles and Pasadena, California; Westport, Connecticut; Bethlehem, Pennsylvania; Memphis, Tennessee; 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 across the country include Denver (opening 2017), Houston (opening 2018), and Sioux Falls (opening 2019), amongst other cities.

Learn more [www.levitt.org](http://www.levitt.org).