

Tuesday, April 16, 2024

Education Coordinator

Company: Gibney
Location: New York, NY
Compensation: \$22/hr

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Position Summary: Gibney's Education Department serves the current and holistic needs of adult dance artists, with consideration for the multiplicity of career expressions and entry points. Through the cultivation of an inclusive and positive space, our offerings make space for exploration, risk-taking, personal and artistic growth, connection, and fun. It is our priority to listen to and support our community and to empower the future leaders of the field.

In collaboration with the Education Department, the Education Coordinator advances the departmental and organizational missions through Gibney's year-round training and education programming. The EC supports international and domestic students in the year-round Independent Training Program, the Summer Study and Winter Study dance intensives, and the Learning & Leadership Group Programs. The EC contributes to program development, administration, and execution, assists in professional development workshops, and utilizes software including Salesforce, JotForm, Adobe Acrobat Sign, and Google Suite. Reporting to the Director of Education, the EC is a part-time, non-exempt, on-site position.

RESPONSIBILITIES

INDEPENDENT TRAINING PROGRAM (30%)

- Supports Director of Education in planning, implementing, and evaluating the year-round Independent Training Program (ITP)
- Contributes to ITP development, curation, and improvements
- Collaborates with Marketing to create promotional materials, implement website updates, and draft student showing programs
- Fields inquiries from prospective students and assists throughout application process in a welcoming and informative manner
- Processes intake and review of applications and coordinates applicant interviews
- Drafts program materials for all incoming students and attends monthly orientations
- Tracks and verifies ITP student participation and maintains student records
- Coordinates, co-facilitates, and attends bi-monthly ITP student meetings
- Collaborates on pairing ITP students with artistic advisors
- Supports ITP students with class selection, advisement, and questions, as needed
- Coordinates bi-annual Training Student Showcase in collaboration with Production, Rentals, Digital Media, and Marketing teams

LEARNING & LEADERSHIP SUPPORT (30%)

- Collaborates with Producing Director of Learning & Leadership, Creative Director of Learning & Leadership, and Director of Education on programming for school groups
- Supports administration, curation, and implementation of NYC Group Visits
- Supports preparation of Learning on Location and Yearlong Learning university programming
- Attends informational and planning meetings with L&L Directors and group contacts
- Coordinates interdepartmentally with Rentals, Operations, Company, Presenting, Digital Media and Community Action, as needed
- Collaborates with Marketing to create promotional materials and implement website updates
- Prepares customized program proposals, budgets, contracts, waivers, and welcome materials for each group
- Coordinates bulk class registration for visiting groups
- Maintains accurate tracking and recordkeeping for L&L programs
- Supports groups on-site as needed including by welcoming groups, facilitating discussions, coordinating catering for events, and overseeing group showings
- Collects and processes feedback from groups

SUMMER STUDY & WINTER STUDY (25%)

- Supports Director of Education in planning, implementing, and evaluating the Summer Study (June 3 - August 2, 2024) and Winter Study (early January) programs.
- Collaborates on program development and curation of performance visits, guest artists, and program faculty
- Collaborates with Marketing to create promotional materials and implement website updates
- Fields inquiries from prospective students in a welcoming and informative manner
- Processes and coordinates evaluation of program applications
- Prepares program materials for participants
- Coordinates performance visits ticket purchases, guest artist bookings, and hospitality needs
- Attends orientation, cohort meetings, artist discussions, workshops, and closing session for each term
- Chaperones and supervises select offsite performance visits for participants
- Supports and provides mentorship to participants, tailored to each participants' interests

GENERAL TASKS (15%)

- Maintains knowledge of the class schedule, faculty, and all Education programs
- Collaborates with the Education team to provide outstanding programming through a proactive and considerate approach
- Upholds Gibney's commitment to creating a welcoming and inclusive environment
- Attends regular meetings with department, L&L team, supervisor, and all staff

OTHER

Gibney is a growing organization and employees are often called upon to perform other duties that are essential to accomplish organizational goals and meet important deadlines. This kind of work should only be disseminated by the direct supervisor of that staff member and include relocating their original work for that time frame.

NONPROFIT EMPLOYMENT CONSIDERATION

Gibney is a mission-based nonprofit performing arts organization. Working in this sector can be personally rewarding with intrinsic benefits and distinct opportunities for growth. However, the compensation will never match that of the private sector or more highly resourced art forms. Candidates for employment are advised to carefully consider their decision to work in this field before seeking or accepting

employment at Gibney.

EQUAL OPPORTUNITY STATEMENT

Gibney is an Equal Opportunity / Affirmative Action Employer. Gibney provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type because of race, color, religion, sex, sexual orientation, gender identity or expression, the status of being transgender, age, national origin, marital status, citizenship or veteran status, disability, or any other characteristic protected by law. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Gibney is strongly committed to providing reasonable accommodations of disabilities during the application and hiring process. If desired or needed, please contact hr@gibneydance.org.

IDEAL QUALIFICATIONS

Please note that Gibney is committed to building inclusive teams that reflect the diversity of its community and allow staff to leverage their unique perspectives, skills, and potential. We strongly encourage applications from individuals who may not meet all these "ideal qualifications," but have transferrable skills or experience.

The ideal candidate will possess the following qualifications:

- Passionate about professional dance education
- Sincere commitment to inclusion, diversity, equity, and access
- 2-3 years of arts administration experience, preferably in dance education
- Possess strong written and verbal communication skills
- Comfort with public speaking and/or teaching
- Flexible schedule to attend occasional evening and weekend events
- Knowledge of the NYC dance field
- Reliable and proactive problem solver
- Ability to work independently and collaboratively
- Ability to prioritize multiple tasks with varying time constraints

The ideal candidate will have the following experience (preferred but not required):

- Use of Google Suite, Excel, Zoom, Adobe Acrobat Sign, Salesforce, Mindbody Online
- Knowledge of SEVIS and the student visa process
- Fluency in multiple languages
- Experience facilitating professional development lectures/discussions for dancers
- Experience acting as a mentor for pre-professional dancers

Gibney strongly encourages employees to remain up to date with COVID-19 vaccination as defined by the CDC.

COMPENSATION & BENEFITS

The hourly rate for this 20-hour/week part-time position is \$22; however, exceptionally qualified candidates will be considered at levels commensurate with their experience.

Currently, Gibney offers part-time employees a benefits package including:

- Access to a 401K Retirement Plan
- An unlimited number of Staff Space Grants from 8:00-10:00am EST on weekdays and/or a \$10/hour Staff Subsidized Rental at all other times, pending availability.
- Access to unlimited, free dance classes at Gibney
- Access to select racial equity trainings, professional development opportunities, and mental health resources

APPLICATION INSTRUCTIONS

To be considered for the position, please submit your application to: Education Department at classes@gibneydance.org.

Your application should include a brief cover letter, resume, and 2 references. Applications are requested by April 30, 2024. The ideal start date for this position is May 13, 2024. All expressions of interest and conversations will be held in the strictest confidence; references will not be contacted without the candidate's permission. Incomplete submissions will not be considered nor will submissions that are sent via postal mail, fax, or phone. Thank you.

Gibney
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For more information:
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