

## ABOUT

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### Working with Dance/NYC

There are no open positions at this time.

#### About the Organization:

With over 10 years of service, Dance/NYC has emerged as a cultural force and spokesperson on behalf of the dance field to the media, government and private funders, and the wider creative sector. It has historically supported dance in the city and advanced the field by improving conditions for individual dance artists and organized entities through:

- Advocacy
- Action-Oriented Research
- Leadership Training, Networking and Convening
- Technology and Visibility
- Grantmaking

Learn more about Dance/NYC's mission and organizational values by clicking on the link below:

[www.dance.nyc/about/mission](http://www.dance.nyc/about/mission)

#### About the Hiring Process:

Dance/NYC's hiring process is a five-step process that includes an open application period; Tier I interviews; Tier II interview; internal deliberation; and placement. Overall the process takes between 12-16 weeks, depending on the volume of applicants and the presence of major organizational events and/or national holidays.

##### Open Application Period:

The process for hiring begins with the announcement of the job opportunity and opening of the applications. Prospective applicants are invited to submit materials via a submittable link for a period of approximately 4-6 weeks. Once an application is submitted, the HR team takes approximately one to two weeks to complete the review. Those that qualify will be selected and invited to a Tier I interview.

##### Tier I Interviews:

Candidate interviews will be conducted in person or by video, as preferred. Video interviews will use the Zoom (<https://zoom.us/>) video communications application. Please download the application in advance and have a functioning camera and speaker on your device. Dance/NYC can also provide candidates with reasonable accommodations, if needed. Candidates are asked to submit accessibility requests directly in their application submission so we can ensure your interview experience meets your needs.

During the Tier I interview, candidates will meet with an HR representative and an oversight or colleague that works within the department of the open role for approximately 1 hour. In order to ensure all candidates selected for a Tier I interview are interviewed, the Tier I interview process can last approximately three to four weeks. Thereafter, if a candidate proceeds, Tier II interviews commence.

##### Tier II Interviews:

During the Tier II interview, candidates will spend up to one hour in an interview with the entire Dance/NYC staff, then have a wrap-up with one or more members of the leadership team. In addition, the candidate will be given an assignment to present during the staff interview. The presentation should take no longer than one hour to prepare prior to the Tier II interview and should take no longer than ten minutes to present. The candidate will present during the staff interview section of the Tier II interview. In order to ensure all candidates selected for a Tier II interview are interviewed, the Tier II interview process can last approximately three to four weeks.

##### Deliberations:

Once all Tier II interviews have been completed, the Dance/NYC staff deliberates. During the deliberations is the moment when Dance/NYC asks candidates' permission to contact their references. After all references have been contacted and deliberations have adjourned, Dance/NYC will reach out to the selected candidate with a job offer.

##### Placement:

Once a job offer is agreed upon, the open position is officially closed and placement of the position begins.

#### The Location:

Dance/NYC is currently operating in a hybrid model of remote and in-person work, per New York State Guidelines. Because Dance/NYC only serves the 5 boroughs of New York City and surrounding counties, Dance/NYC is only recruiting cultural workers who are based in this geographic area.

Dance/NYC's offices are located on the Garden Floor (ground floor) of the Mertz Gilmore Foundation, 218 East 18th Street, New York, NY 10003 in Gramercy. Access to the Garden Floor entrance includes a two-step descent. A lift to the entrance and an accessible bathroom is available onsite. Elevators are not available in the building.

Gramercy is a quiet, family neighborhood with brownstones on tree-lined streets. It has a variety of historic restaurants, shops, and neighborhood parks. This neighborhood is also minutes away from Union Square Park.

**Equal Opportunity Employer:**

Dance/NYC is an equal opportunity employer and provides equal employment opportunity without regard to race, color, sex, age, disability, religion, national origin, marital status, sexual orientation, ancestry, political belief or activity, or status as a veteran. The policy applies to all areas of employment, including recruitment, hiring, training and development, promotion, transfer, termination, layoff, compensation benefits, social and recreational programs, and all other conditions and privileges of employment in accordance with applicable federal, state, and local laws. It is the policy of Dance/NYC to comply with all the relevant and applicable provisions of the Americans with Disabilities Act (ADA).

Dance/NYC does not discriminate against any qualified Employees or job applicants with respect to any terms, privileges, or conditions of employment because of a person's physical or mental disability. Dance/NYC makes reasonable accommodation wherever necessary for all Employees or applicants with disabilities, provided that the individual is otherwise qualified to safely perform the duties and assignments connected with the job and provided that any accommodations made do not require significant difficulty or expense.

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