

Tuesday, June 12, 2012

## School Coordinator - Dance New Amsterdam (DNA)

Hillary Jackson [hjackson@dnadance.org](mailto:hjackson@dnadance.org)

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School Coordinator

at Dance New Amsterdam (DNA)

Reports to: Executive/Artistic Director and Education Advisory Committee

35 hours per week

Compensation commensurate with experience

Dance New Amsterdam (DNA) is a 501(c)(3) nonprofit organization with both earned revenue and contributed income.

Dance New Amsterdam is a contemporary dance center in the heart of Lower Manhattan focusing on programming that services the dance artist and choreographer in initiating and developing globally influential dance education, artistic exploration and community involvement.

Dance New Amsterdam Education's mission is to support dancers by providing a dynamic environment for dance education, creation and performance. DNA Education achieves its mission by offering classes, workshops and performance programs in a wide range of dance forms to both professionals and non-professionals that are led by internationally established dance educators.

DNA Education supports the creative exploration of dance by emerging and established dance artists and choreographers through public performances produced and presented in our own DNA Theater.

The School Coordinator is responsible for coordinating the daily class program at DNA. He/she will integrate program goals developed by the Executive/Artistic director, DNA's Education Advisory Team and DNA's Programming Committee to maintain a schedule of over 140 classes weekly in various dance styles including modern, contemporary, ballet, hip hop, and DNA's signature training method, Simonson Technique. He/she will be the main point of contact for all permanent faculty, substitute teachers, accompanying musicians and staff.

Responsibilities include:

- Integrating programming direction from the Education Advisory team and DNA's Programming Committee
  - Coordinating directly with the education team to sustain a class schedule and roster of teachers that will best serve DNA's constituency and increase capacity.
  - Processing new-hire paperwork for faculty, substitute teachers and musicians.
  - Updating class schedule and announcement boards in print and virtual media with teacher changes.
  - Maintaining and building an approved list of substitute teachers Maintaining personnel files
  - Coordinating Group sales and visits to DNA Coordinating DNA's FREE Class Friday, Mentorship, Jim Garvey Scholarship and Faculty Showcase programs
  - Attending DNA performance and fundraising events and represents DNA outside of daily administrative duties
  - Reporting on and updating programs and management practices for area of work
- Qualifications
- BA/BS degree is preferred and 1+ year of experience in school administration
  - Exceptional interpersonal skills
  - Extremely detail-oriented
  - Proven ability to work as both a team member & independent leader with desire to work with diverse staff
  - Experience with a dance institution a plus
  - Experience with Mindbody software and thorough knowledge of Microsoft Word and Excel
  - Desire to become active and familiar with Dance New Amsterdam's educational philosophy and student constituency along with desire to build a wider student base.
  - Active in the dance education and performance community, a must .

To apply for this position please send resume and cover letter as pdf files to:

Hillary Jackson  
Education Director  
[hjackson@dnadance.org](mailto:hjackson@dnadance.org)

DNA is an equal opportunity employer and encourages all to apply

Hillary Jackson [hjackson@dnadance.org](mailto:hjackson@dnadance.org)

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