

Monday, July 8, 2013

Programs Associate for Cora Dance

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Programs Associate

Cora Studio, the home of Shannon Hummel/Cora School for Dance, a not-for-profit professional dance company, school for dance, and studio-theater located in the Red Hook neighborhood of Brooklyn, NY, is looking for a Programs Associate to provide general and administrative support in our 2013-14 year. The Programs Associate is responsible for supporting educational, creative, and administrative programs of Cora Dance and providing day-to-day maintenance of the Cora Studio and administrative office spaces.

This position is a 20 hour/week position beginning in early September – January, and 25 hours/week February – early June. The schedule will be 5 hours per day (Monday, Tuesday, Thursday and Friday) for a total of approximately twenty hours per week.

Responsibilities

The Program Associate reports jointly to the Managing Director and Education Manager. The responsibilities of the position are as follows:

Program and Administrative Support

- â– Manage Cora's walkover program with partner schools, which includes communication with schools and parents, updating and maintaining walkover lists and managing student registration alongside the Education Manager.
- â– Assist in transporting children ages 4-10 to Cora's after-school program: meet children at their school, walk them to the Cora Studio, prepare and provide snacks, help ready children for classes, support teaching artists as needed.
- â– As directed by the Education and Marketing Manager, assist in community outreach through participation in community events, attending community meetings, flyering, outreach to other organizations, and other direct marketing tasks.
- â– Manage and order, as necessary, the dancewear for students who receive it from the organization
- â– General maintenance of studio and prepping for classes
- â– Attend periodic institutional events such as performances and benefit events and provide support as needed (such as soliciting donations, promoting the event, etc.).
- â– Perform general office duties including filing, updating database and mailing lists, handling bulk mailings and other administrative tasks.
- â– Perform other tasks in support of Cora's administrative staff as required, including the showing of available studio spaces in the building and checking voicemail
- â– Assisting members of the staff with their daily needs

Please send cover letter and resume to Megan Kennedy, Managing Director mkenney@coradance.org

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