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Dance/NYC seeks Full-time Program Manager

Milena Luna, mluna@dancenyc.org

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Title: Program Manager
Location: New York City
Reports to: Executive Director
Supervises: Independent Contractors, Interns, Volunteers
Status: Full-time, effective immediately

Dance/NYC's (www.dancenyc.org) mission is to bolster the support structure for dance in New York City—serving as the voice and guide for local artists and managers. The organization achieves this mission through three core program areas: public engagement/education, research, and convening/professional development. It seeks to add a key member to its three person (two full-time, one part-time) staff who will be responsible for all aspects of implementing and growing Dance/NYC's convening and professional development portfolio and leading special projects.

Duties and Responsibilities

Event Management: Reporting to the Executive Director and working with the Operations Manager, execute all organizational responsibilities for regular events:

- Annual full-day symposium (scheduled for February 23, 2014)
- Regular Town Halls (3-5 Annually)
- Bessie Awards, produced in partnership with Dance/NYC
- Liaison to Junior Committee (monthly meetings)

New Projects: Manage special initiatives that align with strategic organizational priorities and resources, which may include:

- Self-guided affinity groups based on Junior Committee model
- Increased on-site partnership programming/roundtables
- Online technologies to extend reach and impact
- Programs to increase access for persons with disabilities, including research, convening, and information resources
- Participate in the coordination of special cultivation and fundraising events (est. 1 annually) and additional opportunities as they arise

General Operations: Coordinating with the staff, lead on all aspects of event administration, including:

- Schedules and workflow
- Database (Patron Technology)
- Budgeting
- Vendor relations
- Speaker and participant engagement
- Intern and volunteer recruitment and management
- Facilities, A/V, and set up

Strategy: Maintain detailed attendance records, issue surveys following events, and create analytical frameworks for evaluating project success; use established strategic filters, and conduct research and development to create partnership opportunities, event topics, and speakers; help to set vision for events beyond 2014.

Fundraising: Produce proposal and reporting material, and create and implement sponsorship and pro-bono and barter strategies for existing event portfolio; spearhead fundraising for long-term efforts.

Information Technology, Communications, and Marketing: Coordinating with Operations Manager and Campaign Coordinator, manage all aspects event communications through DanceNYC.org, [e-communications](#) (weekly e-newsletter, special bulletins) and [social media](#); seek out and lead all content, marketing, and distribution partnerships for events; coordinate the production of event marketing material (online and print), sponsorship material, and ad placements as appropriate; coordinate technological enhancements to support convening and professional development efforts, including video content for the Symposium and Town Halls.

Qualifications

The ideal candidate will have relevant prior event management, public speaking, writing, and facilitation experience, and an interest in fundraising. S/he will be future focused, data driven, strategy minded, and thrive in fast-paced startup environments. S/he will be methodical and detail oriented, with excellent planning and time management skills, and able to advance multiple projects simultaneously while meeting deadlines. S/he will be current on and comfortably engage with emerging technologies, and demonstrate a commitment to technology solutions in the social enterprise space. S/he will be versed in the dance and culture landscape and have a wide cross-sector network.

Compensation includes competitive benefits. Dance/NYC is an equal opportunity employer.

To apply, please send a cover letter, resume, salary requirements, and references by e-mail to Milena Luna at mluna@dancenyc.org by September 27.

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[< back](#)

[previous listing](#) • [next listing](#)