

Monday, April 21, 2014

Certificate Program Coordinator

Company: Peridance Capezio Center
Location: New York, NY

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Certificate Program Coordinator
Program head of collegiate level professional dance training program (students ages 17-25 yrs).

Job Description:

This two year program offers two tracks of study: Ballet/Contemporary (for students seeking careers in concert dance) and Commercial (students seeking careers in musical theater and entertainment) to prepare students for careers as professional dancers.

Responsibilities include:

Working in close collaboration with Artistic Director Igal Perry to coordinate a professional training program that ensures comprehensive educations and guaranteeing that graduates will have the tools to be successful working dance professionals.
Design curricula and schedules for two distinct tracks of study.
Manage daily affairs of program and advise 50+ students on scheduling, options to seek in terms of their goals and desired career paths, and more practical day-to-day issues in terms of the difficulties students face when living in NYC.
Act as mentor and adviser to students from 20+ countries with a variety of backgrounds, personal circumstances, and career aspirations.
Mentor students on their developing focuses and intentions for participation in the Program and help students find practical as well as holistic solutions to take more positive and productive next steps and approaches to their educations.
Closely work with faculty for dance technique, repertory, and academic courses from the many International master teachers and choreographers closely connected with Peridance Capezio Center.
Manage repertory working with choreographers, arranging rehearsals, and setting choreography and/or rehearsal directing students in the studio.
Execute policies regarding attendance, transfer, withdrawal, grading, evaluative processes, record keeping
Handle all registrations, accounts, tuition payments, financial agreements, payment plans, and scholarships in collaboration with the Business Department.
Organize international audition tours and manage all domestic auditions.
Handle incoming student orientations, showcases, concerts, and graduation ceremonies.
Instruct and mentor student Independent Study Projects.
Program coordinator may teach selected technique or repertory classes, pending qualification/experience

Teen Summer Intensive/BLEUPRINT Summer Intensive Coordinator
Direct two intensive summer training programs for teens (12-17 yrs) and pre-professionals (16-22 yrs).

Job Description:

Managing audition/registration processes
Processing and logging tuition/housing payments and refunds
Devising schedules and curricula for a range of levels; hiring and working with faculty from the plethora of International master teachers and choreographers closely connected with Peridance Capezio Center
Organizing accompanists
Securing housing and chaperones in NYC appropriate for young students from across the U.S. and abroad
Advising and mentoring students
Curating classes, seminars, rehearsals, extracurricular activities, and performances.

Requirements:

Must be an American Citizen or a Green Card holder.
Must have previous experience with and appreciation for professional dance.
Ability to work independently in a fast-paced, multi-tasking environment, be self-motivated with a professional demeanor.
Must have attention to detail, be extremely organized and efficient.
Self-confident, able to speak in front of large groups and audiences.
Ability to meet important deadlines.
Sensitivity to cultural contexts and needs of International students.
Excellent communication skills, both spoken and in writing, especially with non-English speaking students.
Fluency with all Microsoft Office applications on Mac.
A sociable personality that allows you to work in close proximity to others, get along well with others, be willing to collaborate.
Ballet/Modern or Contemporary Teacher and choreographer experience a plus.
Needs to have dance performances production experience.
Speaking foreign languages is a plus.

Schedule:

This is a full-time paid position with a Monday-Friday.

Interested applicants, please send your resume and cover letter to Marlena Wolfe at certificateprogram@peridance.com, with subject line *Coordinator Position*

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For more information:
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