

Wednesday, October 15, 2014

## Events Manager, Dance/NYC

Company: Dance/NYC

Location: New York, NY

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

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### Dance/NYC Position Description

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

Dance/NYC's mission is to promote the knowledge, appreciation, practice, and performance of dance in the metropolitan New York City area. It embeds values of equity and inclusion into all aspects of the organization. It works in alliance with Dance/USA, the national service organization for professional dance. It seeks an events manager who will be responsible for, and exercise discretion and independent judgment regarding, all aspects of implementing and growing Dance/NYC's convening and professional development portfolio and leading special projects.

### Essential Functions, 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 22, 2015)
- Regular Town Halls (3-5 Annually)
- Liaison to Junior Committee (monthly meetings)
- Bessie Awards, produced in partnership with Dance/NYC

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

- With limited external support, coordinate convening programs (8-10, from 2015 to 2016) to increase access for disabled people
- Participate in the coordination of special cultivation and fundraising events (est. 2 annually, including events for 2015 already scheduled for February 5 and May 29) and additional opportunities as they arise
- Increased on-site partnership programming/town halls
- Online technologies to extend reach and impact

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: develop replicable event (especially, programming, communications, and facilities) schedules and workflows; 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 2015.

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 Communications Associate, manage all aspects of 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.

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To apply, please send a cover letter, resume, salary requirements, and references by e-mail to Milena Luna at [mluna@dancenyc.org](mailto:mluna@dancenyc.org). This position is open until filled.

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