

Friday, June 19, 2015

Education Program Associate

Company: Mark DeGarmo Dance

Location: New York, NY

Compensation: see description

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Founded in 1987, Mark DeGarmo Dance's nonprofit vision is to enliven bodies, shift perspectives, and change lives. Our mission integrates three long-standing tenets: education, performance, and intercultural community. Mark DeGarmo Dance has produced over 100 dances and 28 international tours in 12 countries in Latin America and Europe. Our education programs have national significance and target PreK-5 multicultural public school students and communities under-served in the dance arts. The organization currently serves over 1,500 students and 200 classroom teachers in long-term multiyear programs in five Title 1 public schools and over 13,000 individuals annually across all programs. Starting in 2015-16, Johns Hopkins University will study the academic and cognitive effects of our work on our students.

We seek an emerging dance education professional to administrate and expand our program and assist in building the educational capacity for our growing organization. The full-time position is an excellent growth opportunity for an emerging career professional to build on our dance education foundation of nearly 30 years working with the NYC Department of Education. The Education Program Associate will report to the Executive & Artistic Director.

Responsibilities:

Administrate, manage, and help expand Mark DeGarmo Dance's in-school, after-school, and out-of-school Education Program.

Manage recruiting education staff (i.e., teaching artists and assistant and volunteer teaching artists).

Manage and cultivate relationships with Mark DeGarmo Dance, NYC DOE, and other stakeholders, as appropriate.

Manage, schedule and facilitate all program elements, such as: NYC DOE contracts; meetings; teaching schedules, lesson plans, and reports; culminating sharing events and performances; classroom teachers' professional learning; family workshops; and events as they relate to the schools and education program.

Administrate our Teaching Artist in Dance & Creativity faculty, their continual improvement of practice through our 100-hour annual Professional Learning Program, and their use of Mark DeGarmo Dance's Curriculum Framework.

Assist with compliance with funding sources and requirements and contribute written, video, and other work for grants writing and reporting and internal reports.

Assist coordinating the education program's internal and external assessment and evaluation by collecting, organizing, and recording program data and conducting preliminary data analysis in order to evaluate effectiveness of educational strategies in achieving educational programmatic goals; and track metrics for evaluating progress toward achievement of established goals and timeline.

Assist in developing new programs in collaboration with the Executive & Artistic Director and the Education Director.

Assist in introducing and selling Mark DeGarmo Dance's programs to new DOE, school, funding, and other partners and identify new and expanded financial sources of program support.

Key Attributes:

Superb written and verbal communicator.

Emerging administrator with track record of success in communities similar to ours.

Assist with establishing departmental structures that increase effectiveness of our educational program delivery.

Emerging dance and dance education content specialist; proven track record in performance and teaching dance curricula similar to ours integrating dance with the PreK-5 curricula.

Experience administrating a complex, multifaceted fast-paced dance education program, center, or department.

Emerging tactician; organizational and time-management skills; exceptional attention to detail and deadlines; works well under pressure; a resourceful team player with integrity.

Excellent computer skills across all MS business programs, (such as, Word, Excel, Powerpoint, and Access) and social media platforms (such as, Facebook, Instagram, LinkedIn, Pinterest, Twitter, and Vimeo).

Excellent research and interview skills online, across media, and using various primary sources, including people.

Good humor and level head.

Qualifications:

One to three years of experience as an Education Program Assistant, Associate or similar position for nonprofit organizations with dance, dance education and youth service programs.

Excellent communications, research and technical skills (written, oral, and computer).

Excellent administrative, organizational, and program- and time-management skills; exceptional attention to detail and deadlines; a demonstrated team player that has a resourceful, persistent, can-do attitude.

Dance education and administrative expertise required; and working knowledge of the NYC DOE a plus.

Experience raising and reporting on funds from schools and other sources.

Bachelor's degree required.

Spanish and English bi-lingual, a plus.

Compensation:

\$14/hour fulltime (\$28,000). Benefits package can be discussed.

Application Instructions:

Qualified candidates should e-mail cover letter, résumé, references, writing sample, and salary requirements to:

search@markdegarmodance.org

Applications will be reviewed on an ongoing basis until the position is filled.

EQUAL OPPORTUNITY EMPLOYER. All qualified applicants will receive consideration without regard to race, color, national origin, marital status, religion, gender, age, disability, sexual orientation, personal appearance, family responsibilities, political affiliation, or enrollment in a college, university, technical school, or adult education.

All inquiries are kept confidential.

Mark DeGarmo Dance
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<http://markdegarmodance.org>

For more information:
Mark DeGarmo
search@markdegarmodance.org

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