

Wednesday, August 12, 2015

## Part-Time Program Associate

Company: Shireen Dickson

Location: New York, NY

Compensation: \$19-20/hourly, no benefits

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The Jazz Drama Program (JDP), a non profit, 501(c)3 organization dedicated to improving young people's lives and their communities through experiences in jazz and theatre, is seeking a versatile and focused Part-Time Program Associate (8-12 hours to start, up to 20 hrs/week).

### Responsibilities:

--Organize logistics for local and international workshops, residencies and other performance programs, including scheduling, supplies, tracking participants and communicating with families.

--Maintain program records, participant statistics and archival media.

--File reports including NYC Cultural Data Project.

--Assist with development and fundraising projects, including supporting annual October benefit and ongoing grant seeking efforts.

--Assist with community outreach and deepening partner relationships.

Qualifications: Fully proficient with standard office software and equipment, and to have basic photo and video capture and editing skills. The ideal Associate will be savvy and self-motivated, with a demonstrated interest in jazz music, arts and culture. He or she will also have experience working with middle and high school youth or a definite interest in doing so. He or she will also have the ability to comfortably and effectively communicate with staff, students, parents, board members, and other stakeholders. A Spanish-speaking candidate is highly preferred.

Primary location is at JDP's Inwood offices, with occasional afternoon or evening work other locations for special events or programs.

Please submit a cover letter detailing relevant experience, any unique skills you may have, salary requirements, and your resume to [shireen@thejazzdramaprogram.org](mailto:shireen@thejazzdramaprogram.org).

Visit our website ([thejazzdramaprogram.org](http://thejazzdramaprogram.org)) for more information.

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