

Tuesday, August 9, 2016

Ballet Hispanico Education Production Coordinator (part-time)

Company: Ballet Hispanico

Location: New York, NY

Compensation: \$15-18 per hour commensurate with experience

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Ballet Hispanico Education Production Coordinator (Part-Time)

Description of Responsibilities

Position Summary

Ballet Hispanico is seeking a self-motivated, dynamic team player to coordinate the logistical details of the Ballet Hispanico Education programming which include arts in education residencies and second company performances. The Education Production Coordinator possesses: experience in performance production, community arts education, an understanding of team support, time-management and successful interpersonal and communication skills. Reporting directly to the Community Engagement Programs Manager, the Coordinator will work closely with the community education team to support the organization's efforts in community arts programming.

About the Organization

Celebrating 45 years of sharing and reflecting the ever-changing diversity of Latino cultures, Ballet Hispanico is the new expression of American contemporary dance. Led by Artistic Director & CEO Eduardo Vilaro, the Company has produced world-class, multifaceted performances that have featured master works for audiences totaling more than 3 million. Through the work of its professional Company, School of Dance, and Community Arts Education programs, Ballet Hispanico celebrates the dynamic aesthetics of the Hispanic diaspora, building new avenues of cultural dialogue and sharing the joy of dance with all communities. Ballet Hispanico is headquartered in its own 21,000 sq. ft. dance facility on Manhattan's Upper West Side. For further information: www.ballethispanico.org.

Responsibilities

Manage all program logistics coordination for Ballet Hispanico's second company and school residency performances;

Conduct site visits and production planning for all education programming venues;

Manages accuracy and circulation of department calendar dates for second company and residencies;

Coordinates organization, maintenance and caring of costuming, props and musical instruments;

Attends and documents all planning meeting information at partner schools;

Organizes ancillary performance production needs;

Visits school residencies and executes costume measurements for all residency participants;

Adheres to program protocols and logistical systems;

Establishes positive, generative relationships with varied stakeholders;

Collaborates with artistic production team, as needed.

Requirements

College degree or relevant work experience in theater, arts education or related field required, dance preferred.

Experience in non-profit work, preferably with schools and performance programming;

Ability to prioritize programmatic needs and to multi-task and work both individually and as part of a team;

Willingness to be trained in existing systems;

Excellent written, oral communication and social skills;

An articulated passion for the BH mission and arts in education;

Keen attention to detail;

Strong computer skills; facility with Microsoft Office;

Able to be reliable and commit to academic year schedule;

Ability to travel within NYC boroughs and some early mornings required;

This is a part-time, 20 hour a week, eleven month (August 1 through June 30) position. If you are not available for this time period, please refrain from applying.

Valid NY State Driver's license a plus.

Skills and Knowledge

College degree or comparable work experience required.

Experience as education staff member at nonprofit institution preferred.

A successful track record of successful community and school partnerships.

Outstanding interpersonal, organizational, written, and oral communications skills.

Ability to prioritize, make independent decisions and work well under deadlines, exercising confidentiality, good judgment, diplomacy and tact.

Understanding of BH mission, social justice and arts as a tool for restorative transformation.

Computer literacy including competency with Microsoft Office software and Internet preferred.

A sense of humor.

Compensation and Benefits

This is a part-time, 20 hour a week, eleven month (August 1 through June 30) position.

Salary for this position is \$15-18 per hour commensurate with experience.

How to Apply

To apply, please send your cover letter and resume (as one document in pdf) to acorrea@ballethispanico.org. Indicate in the subject heading: Education Production Coordinator – Your Name. No phone calls or follow up, please.

Ballet Hispanico
167 West 89 Street
New York, NY, 10024
www.ballethispanico.org

For more information:
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