

Monday, August 1, 2016

## P/T Education and Programming Assistant, New York City Center

Company: New York City Center

Location: NY, NY

Compensation: Compensation is \$12 per hour with an average of 20 hours per week. The Assistant position will spend 12 hours/ a week with Educa

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### EDUCATION AND PROGRAMMING ASSISTANT

New York City Center

(New York, NY)

#### DESCRIPTION:

New York City Center is currently accepting applications for a part-time Education and Programming Assistant in the administrative offices of the Education and Programming Departments beginning mid-August 2016 and ending June 2017.

Education at New York City Center utilizes the performing arts as a resource to ignite students' imaginations and promote deep engagement in the teaching and learning process. Programs are designed to stimulate growth, knowledge and creative discipline. The position will involve working closely with the Director of Education and Community Engagement, Education Manager, Associate Education Manager and Education Associate to implement various aspects of Education programs and provide general administrative support.

The New York City Center Programming Department curates a full season of performances and programs at New York City Center including the annual Fall for Dance Festival and other dance presentations. The position will also work with the Vice President and Manager of Programming.

Applicants should have a background in arts education and arts administration, along with extensive knowledge of the dance world and familiarity with musical theater/familiarity with dance and musical theater. , and a passion for arts education. Learn more about New York City Center at [nycitycenter.org](http://nycitycenter.org).

#### RESPONSIBILITIES (EDUCATION):

Assist in the registration and scheduling process for all in-school Workshop and Residency programs  
Assist with organizing student matinees, Professional Development Workshops and Sharing Sessions for the Dance and Musical Theater programs  
Assist in maintaining departmental data bases and filing system  
Make site visits during school hours to Workshop and Residency schools throughout the year and document teaching and learning  
Assist in the development and preparation of project materials for all education programming, professional development workshops and promotional materials for department  
Assist in all aspects of implementing logistics for events  
Attend and document planning meetings, take meeting minutes and distribute  
Film or photograph workshops, Sharing Sessions, and Professional Development workshops  
Process post-performance surveys to collect quantifiable data about Dance and Musical Theater programs  
Assist with updating information on the Education website and keeping it current  
Coordinate food ordering, delivery and set up for all on-site education events  
Other duties, evening and weekend event support, as required

#### RESPONSIBILITIES (PROGRAMMING):

Research dance festivals and prospective dance companies for possible future presentations  
Assist with grant proposals when requested for Vice President's travel/scouting  
Maintain dance company and festival database  
Assist with contract preparation, filing, and company management tasks as requested by Manager, Programming  
Provide general support to Programming department as requested

#### QUALIFICATIONS:

Bachelor's degree preferred  
Previous work experience in the arts or arts education  
Familiarity with the NYC DOE systems and procedures  
Extensive knowledge of the dance world preferred  
Excellent communication skills  
Strong work ethic, attention to detail, and organization  
Self-starter comfortable working alone and as part of a team  
Creative thinker with a sense of humor  
Passion for the performing arts and working with schools a must  
Proficiency with Microsoft Word and Excel  
Adobe Creative Suite, Tesseract and video editing skills a plus

Compensation is \$12 per hour with an average of 20 hours per week. The Assistant position will spend 12 hours/ a week with Education and 8 hours/ a week with Programming.

Please submit a cover letter and resume as a PDF to [edujobs@nycitycenter.org](mailto:edujobs@nycitycenter.org). We will respond only to complete applications. No phone calls please.

NY, NY, 10019  
n/a  
[nycitycenter.org](http://nycitycenter.org)

[edujobs@nycitycenter.org](mailto:edujobs@nycitycenter.org)  
n/a

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