

Wednesday, June 14, 2017

Education Program Assistant

Company: Notes in Motion Outreach Dance Theatre
Location: New York, NY
Compensation: \$20/hour

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The Education Program Assistant will support and collaborate with the Education Program Manager and Program Associate in the performance of the daily operations of the Notes in Motion Education Department, including:

- Assist with planning and execution of Culminating and Community Events and performances, and assist with program documentation (photography and video). Be on site at all Special Events and oversee communication of Event Schedule to Staff, Board, and Teaching Artists. Work with school leaders to execute set-up, break down of special events, plan refreshments, etc. Note – Community Events often take place on weekends; culminating events are usually during the school day.
- Market programs to new schools. The Education Program Assistant will spend half of his/her time developing relationships with new school partners, meeting with school leaders, corresponding with schools, and collaborating with Development Associate and Board of Directors to match funding streams with potential new school partners.
- Assist with the administrative flow of new and continuing dance education programs including scheduling, contracts, curriculum, correspondence, and evaluation; make administrative documents accessible for all staff • Maintain current and organized administrative documents on Google Drive
- Maintain and update Filemaker Database program records, school records, and Teaching Artists records
- Assist with correspondence with school leaders: process letters of agreement, likeness releases, support and follow-up materials for faculty and staff, and purchase orders with school partners
- Assist Education Program Manager with ongoing visits to school sites for TA observations, meetings with administrators and classroom teachers, culminating events, and other special events
- Assist Education Program Manager with observing Teaching Artists in action, providing feedback, mentorship, and guidance
- Maintain strong vendor relationship with the Department of Education and other city agencies
- Attend networking, professional development, and other relevant meetings, events, seminars, and workshops

Qualifications

- A background working in or with the NYC public schools
- Some arts administration as well as teaching experience a plus
- Highly organized, technologically savvy, detail oriented
- Self-managed, ability work remotely and independently
- Formal dance training and professional performance experience a plus
- Possess a vibrant passion for dance and dance education
- Excellent interpersonal skills with Notes in Motion colleagues, including all staff and teaching artists AND out in the field, acting as an engaging, articulate, and informed representative of Notes in Motion

Hours and Compensation

The Education Program Assistant works an average of 10 hours/week remotely on a variable schedule. Attendance at Culminating and Community Programs is a requirement of this position. The remainder of the administrative tasks can be executed on a variable schedule that Education Assistant communicates with the rest of the administrative team. Position starts at \$20/hr. This position will work as an independent contractor.

To apply, please send resume and cover letter with EDUCATION ASSISTANT in subject line to Maira Duarte, Education Program Manager maira@notesinmotion.org.

Notes in Motion Outreach Dance Theatre
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For more information:
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