

Wednesday, May 9, 2018

## Program Director

Company: Nai-Ni Chen Dance Company, Inc.

Location: New York, NY

Compensation: Depending on Experience

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This is an hourly position requiring about 20 hours a week.

START DATE: before July 1

Nai-Ni Chen Dance Company is one of a few professional Asian American dance organization in the NY metro area with an extensive cross-cultural dance repertoire that tours throughout the US and abroad, as well as community and educational programs in NY/NJ.

**JOB DESCRIPTION:** The Program Director is a project manager who will be involved in producing events from conception to completion with the support of production, marketing and artistic team. The Program Director must develop and maintain relationships with Nai-Ni Chen stakeholders and collaborators, maintain and carry out ongoing communication including social media, email, blog, updates and able to work against tight deadlines sometimes.

### Position Responsibilities:

Responsibilities: Making project plan, work with vendors, design marketing material, managing budget, correspondence and coordination with development, marketing and development and take action with team together to execute the project plan. Manage all aspect of program details. Ensure compliance with insurance, legal, health and safety obligations.

### Required:

Bachelor's degree in the arts, arts administration, business, or nonprofit management, or equivalent experience.

Ability to think creatively.

Superb written, oral communication and networking skills

Excellent time management skills and ability to meet deadlines

Ability to multi-task, prioritize and manage multiple competing demands independently

Passion for Dance and commitment to serving the community.

Fluency in Microsoft Office and Google G Suite

Ability to speak about dance and dance education

### HELPFUL:

Background in dance and/or dance education; work experience with dance company/organization

Demonstrated ability to build creative and mutually beneficial partnerships within the nonprofit, public and corporate sectors

Understanding and/or experience of PR and marketing concepts and practices

Experience with Salesforce NPS

Knowledge of Constant Contact

Multiple Language skills

TO APPLY:

Please send resume, and references to [info@nainichen.org](mailto:info@nainichen.org) with subject line Program Director

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