

Wednesday, August 8, 2018

Nai-Ni Chen seeks Program Director

Company: Nai-Ni Chen Dance Company,
Location: New York, NY
Compensation: Depending on Experience

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Vandy Photography

This is an hourly position requiring up to 20 hours per week.

Work location is in Jersey City, NJ.

Schedule can become flexible but require committed day of week and hours.

START DATE: Anytime

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 the 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 deadlines.

Position Responsibilities:

Responsibilities: Making the project plan, work with vendors, design marketing material, managing budget, correspondence and coordination with development, marketing, and development and take action with the 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; prior 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 with subject line Program Director

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800-650-0246
www.nainichen.org

For more information:
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