

Friday, May 10, 2019

## Cora Dance seeks an Events Manager

Company: Cora Dance  
Location: Brooklyn, NY  
Compensation: Stipend per project

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Mission: Through its professional company, youth companies, wraparound services and sliding scale dance education programs, Cora Dance provides exceptional dance experiences while addressing the often unseen impediments that restrict low-income people from accessing the art form. Equal parts EXCELLENCE, EQUITY and INVESTMENT, Cora is dance for EVERYONE. All programs and performances are pay-what-you-can. No one is ever turned away based on what or if they can pay.

### Events Manager:

Cora Dance seeks an organized, communicative, self-directed individual to fill the new role of Events Manager in the organization's 2019-2020 Season. The Events Manager will manage and oversee the logistics of two major off-site fundraising events (with assistance from the Technical Manager, Administrative Assistant and General Manager) and 1-2 small on-site events annually. Responsibilities include:

- Serve as primary point of contact between off-site venues and the organization, reporting directly to the General Manager.
- Overseeing the event timeline.
- Ordering, securing and/or managing/overseeing transport, set-up, and clean up of all necessary supplies, decor, rentals, donations, food, etc. for events, working within a pre-established budget.
- Work with General Manager to secure any necessary permits, licenses and the like required for off-site events.
- Regularly coordinate and communicate with other team members, primarily General Manager, Technical Manager and Administrative Assistant, in regards to their involvement in planning and execution of the event. (GM, TD and AA are responsible for Front of House and box office management, ticket sales, managing production and tech needs, and assisting with securing necessary event staff and volunteers).

Events Manager will receive a total \$6,000 stipend for services in the following increments: \$2,500 for each major off-site event; \$1,000 for smaller on-site activities. Work times are flexible and vary depending on scale of event. Attendance at events required. Work is busiest April-June and September-November.

### To apply:

Please send cover letter stating why you are interested in this position along with a resume to Bora Yoon (byoon@coradance.org). Accepting submissions until May 22nd.

It is the policy of Cora Inc. (dba Cora Dance) to provide equal employment opportunities without regard to race, color, religion, sex, national origin, age, disability, marital status, veteran status, sexual orientation, genetic information or any other protected characteristic under applicable law. This policy relates to all phases of employment, including, but not limited to, recruiting, employment, placement, promotion, transfer, demotion, reduction of workforce and termination, rates of pay or other forms of compensation, selection for training, the use of all facilities, and participation in all company-sponsored employee activities.

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[< back](#)

[previous listing](#) • [next listing](#)