

Saturday, July 13, 2019

## Cora Dance seeks a Programs & Facilities Assistant

Company: Cora Dance

Location: Brooklyn, NY

Compensation: Compensation: Hourly wage \$15/hour, 18 hours per week, mid Sept 2018- Mid June 2019. Approximately \$9000-\$10,000 annually.

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### Programs & Facilities Assistant

Company: Cora Dance

Location: Red Hook, Brooklyn

Hourly wage: \$15 per hour, 18 Hours per week, Sept 2019 - Mid-June, 2020

Cora Dance seeks a reliable, warm, patient, caring, organized person who loves young children to join the Cora Dance Education team as a Programs & Facilities Assistant. Ideal candidates are 18 or older, bilingual (Spanish/English) and experienced in managing the care of groups of children ages 5-12. The P&F Assistant will assist the Programs & Facilities Administrator in caring for children, providing daily maintenance to the facility, interfacing with parents and teachers in support of children and other related aspects of maintaining program excellence at Cora Dance's facility in Red Hook, Brooklyn. The Programs & Facilities Assistant will be overseen by Cora Dance's Programs & Facilities Administrator.

#### Responsibilities:

Preparation of space including:

Manage regular inventory including organizing, ordering and maintaining all supplies

Maintenance, cleaning and mopping of the bathrooms, studio, student lounge, waiting areas, office and portions of the basement storage areas on a daily to weekly basis, depending on area

Running basic errands related to replenishing needed materials

Communicating any facilities concerns to the P&F Administrator for repair or upgrade

Assist with needs of 8-20 students daily including, but not limited to:

Preparing, serving and cleaning up after daily snack

When needed, assisting very young students with preparing for class by helping dancers put away clothes, backpacks, coats, etc and dressing and changing attire and shoes for class

Providing basic homework assistance

Provide first aid, comfort and care to children when needed

Communicate all injuries, disruptions, concerns and the like immediately to the Programs Administrator and, when appropriate, communicate situation and concerns to parents

Assisting faculty and staff with other basic aspects of student care as they arise

Manage lost and found

Tracking/Assessing student dancewear needs and communicating that with Programs Administrator

Manage monthly laundry of dancewear on the first Friday of the month

Pick up students from PS15, the local elementary school across the street, and walk them safely to Cora

Working with the Programs & Facilities Administrator in mounting community outreach including flyering during summer walkabouts, and, at

times, attending or helping to find coverage to man community events such as Night Out Against Crime, PS15 Parents Night, etc. to promote Cora's education programs.

Assist P&F Administrator and other Cora staff as needed in various areas of administration, outreach and other aspects of serving Cora as needed.

Hours:

Monday-Wednesday 2-6pm, Thursday-Friday 2-5pm. (18 hours per week).

Programs & Facilities Assistant responsibilities fall primarily on days NYC public schools are in session September 2019 - June 2020.

Compensation: Hourly wage \$15/hour, 18 hours per week, mid Sept 2018- Mid June 2019. Approximately \$9000-\$10,000 annually.

About Cora Dance:

Through its professional company, youth companies and pay-what-you-can school, Cora Dance creates exceptional dance experiences while addressing the impediments that restrict individuals from accessing the art form. Cora fosters common ground amongst diverse people, allowing all involved—artists, students, audiences and community members—to connect more deeply with one another through the arts. Cora is dance for everyone, offering great art and rare opportunities for community intersection. Everything is pay-what-you-can. No one is ever turned away from a class or performance based on what they can afford.

To apply, please send a resume with phone number and a brief email stating why this position appeals to you to [jobs@coradance.org](mailto:jobs@coradance.org) by Friday, August 16th.

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Cora Dance  
358 Van Brunt Street  
Brooklyn, NY, 11231

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For more information:  
Bora Yoon  
[jobs@coradance.org](mailto:jobs@coradance.org)

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