

Tuesday, July 16, 2019

Flamenco Vivo seeks Full Time Program Coordinator

Company: Flamenco Vivo Carlota Santana
Location: New York, NY

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About the Position

Flamenco Vivo seeks a full-time Program Coordinator to oversee a variety of responsibilities related to the day-to-day management of our NYC programming including studio rentals, school of dance, public performances and other community engagement activities. The Program Coordinator works very closely with the Program Director and Program Manager. While primarily working Monday to Friday, 10am-6pm, the person who takes this job must be willing to work some nights and weekends.

Specific responsibilities include:

- Managing rental calendar for two busy studios
- Handling payments and invoices for studio renters and school of dance students
- Basic marketing (digital & print) for workshops and other events at the Center for Flamenco Arts
- Maintaining a positive and active online presence through social media and website upkeep
- Maintaining the local activity calendar, contracts, artist fees, and payment schedule
- Managing our Database by generating activity reports (attendance, surveys, evaluations, etc.)
- Assist the Program Director and Program Manager in relevant tasks

The ideal candidate will:

- Be excited about creative problem solving and finding innovative ways to design, market, and manage programs.
- Be detail oriented and extremely organized. This role requires you to wear many hats, often simultaneously; so it is imperative to maneuver seamlessly between tasks!
- Have exceptional verbal and interpersonal communication skills both over the phone and in person. This role is dependent on building and maintaining relationships with artists, students, and renters.
- Be comfortable working in a fast-paced environment and able to adapt to frequent, rapid changes.
- Enjoy a collaborative office culture, while being able to self-motivate and manage responsibilities independently.
- Be conversational in Spanish (this is not a requirement but very helpful)

Compensation: Full-time salaried position, compensation commensurate with experience plus monthly health insurance coverage.

About Flamenco Vivo Carlota Santana

Founded in 1983, Flamenco Vivo Carlota Santana is one of America's premier flamenco companies with home bases in New York City and Durham, NC. We serve more than 40,000 people nationwide each year through far-reaching programs that entertain, educate and empower. Our mission is to promote flamenco as a living art form and a vital part of Hispanic heritage; produce and perform high quality dance works; provide arts education programs that catalyze connections among young people; and nurture the next generations of Spanish dance artists and educators. We believe that the universal spirit of flamenco – with diverse influences from Arab, Jewish, Gypsy, Spanish, and Latin American cultures – gives this art form a unique power to build bridges between people.

For more information, please visit our website at www.flamenco-vivo.org

How To Apply

To be considered for the position, please email all of the items below to Hanaah Bates at hanaah@flamenco-vivo.org and include "Program Coordinator" in the email's subject line.

1. An original cover letter including your interest in the position and Flamenco Vivo.
2. A résumé no longer than (2) pages outlining your professional and educational experience.
3. A list of (3) professional references complete with phone number, email address, and explanation of the relationship. References will not be contacted without your prior consent.

Incomplete submissions will not be considered. No calls please. Applicants are strongly encouraged to review our website at www.flamenco-vivo.org prior to submitting materials for consideration.

Flamenco Vivo Carlota Santana is an equal opportunity employer.

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For more information:
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