Tuesday, May 5, 2020

Nai-Ni Chen seeks Program Manager

Company: Nai-Ni Chen Dance Company, Inc.
Location: New York, NY

Andy Chiang

This is a flexible hourly position. Remote work possible.

Physical Work location is in Jersey City, NJ

START DATE: Anytime

Nai-Ni Chen Dance Company is one of a few professional Asian American dance organizations 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 Manager is a project manager who will be involved in producing events from mainstage concerts to educational activities with the support of the production, marketing, and artistic team. The Program Manager 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: Correspondence and coordination with presenters and educators, carry our marketing activities, and work with choreographers, dancers, and teaching artists to meet project goals. Ensure compliance with insurance, legal, health, and safety obligations.

Required:

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

Must be able to take on project level responsibility with communication and networking skills.

Passion for Dance and commitment to serve the community with dance.

Fluency in Microsoft Office and Google G Suite is required.

Ability to speak about dance and dance education

HELPFUL:

Multiple Language skills

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

Knowledge of Constant Contact

TO APPLY:

Please send resume, and references to info@nainichen.org with subject line Program Manager

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For more information:
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