

Thursday, June 24, 2021

Cora Dance Seeks Programs & Facilities Associate

Company: Cora Dance

Location: Brooklyn, NY

Compensation: \$30,000 annually; salaried non-exempt

► [Share](#) | [Print](#) | [Download](#)



Steve Pisano

Cora Dance seeks a reliable, friendly, detail-oriented person to join the Cora Dance team as Programs & Facilities Associate. Candidates must be 18 or older, bilingual (Spanish/English) strongly preferred, and have experience in working with groups of children ages 6-13.

The Programs & Facilities Associate will frequently be the first face that children, parents, artists and community members encounter when entering Cora. The ideal candidate will engage directly with families in support of Cora's education programs and serve as the point person on the appearance of the facility, ensuring that the environment for families and artists is clean, welcoming, organized and safe. In addition to space prep/care and engaging with/caring for students, the Programs & Facilities Associate will assist with outreach and entry level administrative tasks at Cora Dance's facility in Red Hook, Brooklyn, overseen by Cora Dance's Education Manager and Managing Director.

Administrative Responsibilities:

Assist Education Coordinator with managing day-to-day student and parent communication, answering phones, responding to emails, taking attendance, checking in students and the like

Assist Education Coordinator in managing and processing student registration, information tracking and other data entry related to students, families and other Cora contacts

Attend weekly staff meetings and, as needed, other meetings related to programming

Assist with outreach, volunteer coordination and staff support in conjunction with events and programs.

Program Responsibilities:

Supervise groups of 5-12 students ages 6-10 years old and assist them in preparing for class each afternoon. This includes providing after school pick up from PS15 (located across the street); serving pre-packaged snack; providing basic homework assistance as needed; assisting very young dancers with class getting ready for class, putting on shoes, etc; ensuring dressing areas remain orderly; and providing first aid, comfort and care to children as needed.

Provide day-to-day maintenance to the facility including taking inventory, ordering and organizing supplies; cleaning the studio, student lounge, bathrooms, and front waiting areas; sanitizing according to COVID guidelines; laundering dance attire (on site) each week; communicating any needed repairs or safety concerns to the Managing Director; and serving as point person for the general appearance of the facility.

Other duties, administrative and/or programmatic, as necessary to support the successful operation of the organization. At times, required attendance at meetings, events and related activities in support of the organization may occur during weekend or evening hours.

Days & Hours:

This is a year-round position.

Start date: August 1, 2021

Monday-Thursday 1:15pm-8:45pm

Hours are fixed. Consistency and punctuality are a must.

Compensation & Benefits:

Part-Time, Salaried: \$30,000 annually; 30 hours/wk

TransitChek MetroCard benefits

6 hours free rehearsal space monthly

3 Weeks Paid Vacation (Fixed: 2 wks in July; 1 wk in Dec)

Paid time off for all federal holidays

Qualifications & Requirements:

- Bilingual, verbal and written communication in Spanish and English is strongly preferred.
- Experience working with groups of young children required
- Prior experience with cleaning and/or maintaining a facility a plus
- Some manual labor required. Must be able to carry 25 pounds up and down a flight of stairs.
- Basic computer skills required. Experience with Google platforms preferred. Experience with Salesforce a plus
- Willingness to learn, share, and build relationships within a socio-economically and culturally diverse community.
- Desire to work in a hands-on, grassroots, arts and service-oriented environment that is often bustling, noisy, and deeply rewarding

ABOUT CORA DANCE:

Cora Dance began as a professional modern dance company in 1998 performing the work of Bessie award-winning artist, educator and long-time Red Hook resident, Shannon Hummel. Cora opened a space in Red Hook in 2008 to merge its professional, educational and community-engagement work under one roof and became a home for Hummel's professional choreographic work and a pay-what-you-can dance school based on her inclusive, collaborative practice of making dances. The studio is focused on two central pursuits: 1) to provide exceptional dance programming led by professional artists actively engaged in moving dance forward while understanding and paying tribute to its history; and 2) to remove barriers that impede equal access to dance, ensuring successful outcomes for all who take part.

Cora's facility is located in Red Hook, Brooklyn, a 10-15 minute walk from the F/G train, steps from the B57 and B61 buses. Red Hook is a vibrant, creative and fiercely engaged community with a long history of art, social justice, and non-profit work. Red Hook is home to Brooklyn's largest NYCHA public housing community where nearly 80% of Red Hook residents reside. The surrounding waterfront area - long a hub for maritime activity and artists seeking affordable space - has gentrified rapidly over the past 10 years as exponentially more wealth and development enters the area. Hence, "two Red Hooks" exist but do not often intersect in substantive ways. Cora strives to bridge this divide. Our student and artist population consistently reflects the demographics of Red Hook. Nearly 80% of Cora's 500+ students, audience and event attendees have historically hailed from the NYCHA Red Hook Houses, while 20% reside in the surrounding waterfront and/or greater NYC areas. Nearly 90% of Cora's students are on scholarship. The professional and youth companies perform 20+ times annually both locally and across the country. Performing artists from many backgrounds in dance create in Cora's space. The result is a beloved arts center that authentically integrates professional artmaking, education and community service.

Cora provides opportunities to learn and commune together. Professional residencies, performances, partnerships, youth companies, touring engagements, internships, professionally led classes for children and adults; and countless wraparound services are all offered for FREE or pay-what-you-can. No one is ever turned away based on what or if they can pay. Cora gives priority to NYCHA residents while engaging community members throughout Red Hook. With trust, collaboration, solidarity, and mutual respect as central values, Cora works in deeply personalized ways. With dance as the entry point, community members from "both Red Hooks" are introduced to one another through Cora, and grow to build trust, collaborate, and reap the benefits of a stronger, more unified community.

To apply, email a resume as a PDF attachment along with a brief email cover letter to jobs@coradance.org by Tuesday, July 7, 2021. Please include your phone number.

Cora Dance

358 Van Brunt St

Brooklyn, NY 11231

info@coradance.org

www.coradance.org

Cora Dance is an equal opportunity employer dedicated to maintaining an inclusive and equitable work environment and does not discriminate against any employee or applicant for employment on the basis of race, color, religion, sex, pregnancy, national origin, age, disability, veteran status, marital status, sexual orientation, gender identity, or any other legally protected class. Cora Dance is committed to creating a dynamic work environment that values community, teamwork, creativity, understanding, and appreciation.

Cora Dance
358 Van Brunt St
Brooklyn, NY, 11231

For more information:
Casey Fodge
cfodge@coradance.org

