

Tuesday, July 20, 2021

## Program Coordinator, NDI Collaborative for Teaching & Learning

Company: National Dance Institute  
Location: New York, NY

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### About NDI

#### Mission and History

National Dance Institute (NDI) was founded in 1976 by New York City Ballet principal dancer Jacques d'Amboise, and leads the field of arts education with a model program that has been studied and replicated worldwide. At the root of NDI's methodology is the belief that the arts have a unique power to engage children of diverse backgrounds, abilities, and socio-economic positions, and motivate them toward excellence in all aspects of their lives. Since our inception, more than two million children have been impacted through engagement in immersive, participatory dance programs led by NDI's professional teaching artists.

#### NDI Collaborative for Teaching & Learning

The NDI Collaborative for Teaching and Learning is a professional development program for teaching artists, dance educators, musicians, and organizations worldwide. NDI Collaborative trainings are based on National Dance Institute's effective and widely-acclaimed teaching techniques developed by Founder Jacques d'Amboise and codified under the artistic direction of Ellen Weinstein.

#### About the Program Coordinator Role

##### Responsibilities

- Provide administrative, logistical, and clerical support for the NDI Collaborative, which includes teaching artist trainings, customized trainings, conference sponsorships, and more
- Develop and execute plans to market & publicize the NDI Collaborative
- Design e-blasts, social media posts, slideshows, and handouts according to NDI's brand guidelines
- Archive training materials, videos & photos
- Track budget and income for the NDI Collaborative
- Manage special projects and tasks as determined by the Director of the NDI Collaborative for Teaching & Learning
- Liaise with NDI teaching artists and administrative colleagues, as well as external stakeholders, especially other arts education organizations
- Answer and direct email and phone inquiries
- Maintain project timelines, database of contacts, and schedules
- Provide support to the Program Department, the Music Department, and the Artistic Director as needed
- Reports to the Director of the NDI Collaborative

##### Qualifications

- Excellent written and verbal communication skills
- Strong organizational skills and attention to detail
- Strong interpersonal skills
- Comfortable with technology and willing to learn emerging technologies
- Flexible schedule and ability to work evenings and weekends with advanced notice
- Committed to anti-racist work and diversity, inclusion, equity & accessibility

Proficiency with:

- MS Office Suite and Google Workspace (especially spreadsheet & slideshow software)
- Social media platforms (Facebook, Instagram, Twitter, LinkedIn, YouTube, Vimeo)
- Constant Contact or similar email marketing software
- JotForm or similar form software
- Adobe Creative Suite and Canva
- Zoom

Ability to

- Manage finances and legal documents
- Track and prioritize multiple tasks effectively
- Delegate tasks & work in partnership with a team

Experience

- In marketing & graphic design
- In dance, the arts, and/or education a plus
- In production a plus

Undergraduate degree required

#### Compensation

Salary commensurate with experience. Full benefits package offered.

#### Application Instructions

Please send the following to Emily Meisner, Director of the NDI Collaborative for Teaching & Learning at [program@nationaldance.org](mailto:program@nationaldance.org)

- Cover letter
- Resume
- Salary expectations
- Three (3) professional references
- Graphic design sample (e.g. slideshows, social media posts, e-newsletters, etc.)

Only qualified candidates will be considered and contacted. Please no phone calls, no recruiters!

In order to fulfill our mission, NDI is dedicated to building and sustaining an organizational culture grounded in diversity, inclusion, accessibility, and belonging. We are committed to hiring and advancing individuals who reflect and represent the rich diversity of the children, families, and communities we serve. Black, Indigenous, people of color, individuals with disabilities, individuals from underrepresented ethnic groups, immigrants, LGBTQIA+ individuals are especially welcome and strongly encouraged to apply.

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