Saturday, August 14, 2021

Education Projects Manager

Company: Battery Dance
Location: New York, NY
Compensation: Commensurate with experience. Health insurance and paid vacation included.

BATTERY DANCE

Battery Dance seeks a strong and experienced candidate for the position of Education Projects Manager. Responsibilities include the development of strategies to expand Battery Dance's educational programs including the Dancing to Connect program in New York City schools, nationally, and internationally. Additionally, the position manages the implementation and logistics of education projects, the development of curriculum, and the overall supervision and evaluation of teachings artists and programs.

Title: Education Projects Manager

Status: Full Time Position

Location: New York, NY

Reports to: Vice President & COO

Start Date: Immediate

Responsibilities:

*Arts in Education / Dancing to Connect Manager
*Cultivates and secures school partnerships
*Coordinates with community partners and schools on program schedules and logistics
*Oversees teaching artists and contractors (such as photographer/videographer, production team) for all arts in education projects in New York City
*Manages and updates curriculum, program materials and study guides
*Evaluates education projects and develops strategies for long term evaluation
*Researches potential funding sources and drafts grant applications
*Reports on projects to funders
*Promotes and markets Arts Education projects

Qualifications:

*Bachelor's degree (Master's degree preferred) and at least three years of relevant experience with arts in education
*Interest in cultural exchange
*Grant writing experience preferred
*Experience with evaluation tools such as surveys, focus groups, and interviews, and experience with data analysis preferred
*Personal commitment to the developing and supporting of Arts in Education programs
*Understanding of New York City Department of Education's contracts, policies and programs preferred
*Experience with project budgeting

Skills:

*Ability to prioritize and multi-task in a fast-paced environment
*Detail-oriented and excellent organizational skills
*Self-motivated and confident in communication skills
*Excellent writing skills
*Data Analysis and Evaluation skills
*Strategic thinker
*Team player
*Ability to troubleshoot and develop solutions independently
*Proficiency in Microsoft Office Suite

To Apply: If you are interested in joining our talented team and working in a friendly and dynamic environment, please submit a cover letter (with salary expectations) and resume to jobs@batterydance.org with subject line "Education Manager position".

Application Deadline: August 30th, 2021

Due to the volume of responses to the advertisement for the position, we are unable to respond personally to each applicant. After we have completed our review of the applications submitted, we will contact those candidates who have been selected for interviews.

Battery Dance is an equal opportunity employer. All qualified applications will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, or age.

Battery Dance
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New York, NY, 10013
212-219-3910
https://www.batterydance.org

For more information:
Hiring Manager
jobs@batterydance.org
212-219-3910

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