

Monday, August 23, 2021

School of Dance Communications & Engagement Associate for Ballet Hispánico

Company: Ballet Hispánico
 Location: New York, NY
 Compensation: \$40,000-\$42,000

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POSITION DESCRIPTION

The School of Dance Communications & Engagement Associate is the administrative support for all School communications and community engagement (students, faculty, alumni), and partners with the Marketing Department to ensure accurate content and program promotion across all platforms and in all communications.

A full-time position of 40 hours per week with benefits, the School of Dance Communications & Engagement Associate reports directly to the School of Dance Deputy Director. The Communications & Engagement Associate's schedule is based on a six-day work week schedule and requires weekday evening hours and Saturdays. At times, the Communications & Engagement Associate is expected to support School of Dance performances and special events on Sundays. Please note that scheduling is always subject to change, however Ballet Hispánico will make best efforts to communicate schedules well in advance.

DUTIES AND RESPONSIBILITIES

Communication in tandem with the Marketing Department

- Oversee School of Dance program information and copy/content accuracy for the website, collateral, and staff
- Schedule and prepare bi-weekly School of Dance and Marketing meetings

Student and Faculty Communications

- Community and faculty newsletters
- E-blasts for performances, rehearsals, events, and auditions
- Dress code
- Student and faculty handbooks
- Contact lists lead

Community (Student, Faculty, and Alumni) Engagement

- Enrichment programming
- Mentorship opportunities
- Bulletin boards, slide shows, and signage

NOTE: Applicants must be fully vaccinated for COVID-19 to be eligible for this position.

Salary Range: \$40,000-\$42,000

ABOUT BALLET HISPÁNICO

For fifty years Ballet Hispánico has been the leading voice intersecting artistic excellence and advocacy, and is now the largest Latinx cultural organization in the United States and one of America's Cultural Treasures. Ballet Hispánico brings communities together to celebrate and explore Latino cultures through innovative dance productions, transformative dance training, and enduring community engagement experiences.

National Medal of Arts recipient Tina Ramirez founded Ballet Hispánico in 1970, at the height of the post-war civil rights movements. From its inception Ballet Hispánico focused on providing a haven for Black and Brown Latinx youth and families seeking artistic place and cultural sanctuary. By providing the space for Latinx dance and dancers to flourish, Ballet Hispánico uplifted marginalized emerging and working artists, which combined with the training, authenticity of voice, and power of representation, fueled the organization's roots and trajectory. In 2009, Ballet Hispánico welcomed Eduardo Vilaro as its Artistic Director, ushering in a new era by inserting fresh energy to the company's founding values and leading Ballet Hispánico into an artistically vibrant future. Today, Ballet Hispánico's New York City headquarters house a School of Dance and state-of-the-art dance studios for its programs and the arts community. From its grassroots origins as a dance school and community-based performing arts troupe, for fifty years Ballet Hispánico has stood as a catalyst for social change.

Ballet Hispánico provides the physical home and cultural heart for Latinx dance in the United States. Ballet Hispánico has developed a robust public presence across its three main programs: its Company, School of Dance, and Community Arts Partnerships.

Through its exemplary artistry, distinguished training program, and deep-rooted community engagement efforts Ballet Hispánico champions and amplifies underrepresented voices in the field. For fifty years Ballet Hispánico has provided a place of honor for the omitted, overlooked, and oppressed. As it looks to the next fifty years and beyond, Ballet Hispánico seeks to empower, and give agency to, the Latinx experience and those individuals within it.

ESSENTIAL SKILLS AND QUALITIES

- Dance background
- Excellent verbal and written skills in English (Spanish a plus)
- Experience with Microsoft Office Suite, Constant Contact, and Google Drive (Google Docs, Sheets, and Forms)

REQUIRED MATERIALS

- Cover Letter describing your interest in this position and Ballet Hispánico's work
- Resume
- Minimum of two references

TO APPLY

Send all listed required materials via e-mail to school@ballethispanico.org with the subject heading of "School of Dance Communications &

Engagement Associate - Applicant's Name." E-mail submissions only. No phone calls please.

Upon receipt of your application, you will be notified regarding any next steps.

TIMELINE

Applications will be accepted through August 30th with interviews taking place the week of August 30th. Start date for the selected candidate will be September 7, 2021.

Ballet Hispánico
167 West 89th Street
New York, NY, 10024
<https://www.ballethispanico.org>

For more information:
School of Dance
school@ballethispanico.org

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