

Wednesday, September 29, 2021

## Movement Research is Hiring: Programs Associate

Company: Movement Research, Inc.  
Location: New York , New York  
Compensation: \$18/hour

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Details for submitting an application are outlined below.

Interviews will begin in early October 2021 and will continue on a rolling basis until the position is filled.

We will invite 6-8 applicants for individual interviews that will take place virtually over Zoom. Following the individual interviews, we anticipate inviting 2-3 individuals for a second interview, which are planned to take place over Zoom. For accessibility purposes, if you need accommodations to interview, please let us know these in your application.

- Programs Associate is a Part-time, 25 hour/week position at Movement Research.
- The schedule is expected to be 5 days per week in the office with the potential for some remote work. Most hours are scheduled during office hours Monday-Friday between 9am-6pm; the schedule also includes some weekend and evening hours.
- The position is paid hourly; compensation is \$18/hour.
- Employee contribution 403(b) plan is available.
- Movement Research Employees receive free access to Movement Research classes and select workshops.

The Movement Research office and studios are located in 122 Community Center at 150 First Avenue, New York, NY 10009. The second-floor office is accessible by elevator. Studios and restrooms are wheelchair accessible; restrooms are all gender.

To apply, please email the following materials to [work@movementresearch.org](mailto:work@movementresearch.org) with "Programs Associate" in the subject line:

- Resume
- Cover letter
- Name, title, organization, email, and phone number for two to three professional references.
- Accommodations for the job interview (we can offer closed captions, live transcript, ASL interpretation, and audio description for the interview)

Movement Research continuously seeks to engage a more diverse and inclusive participant body and strives to recognize individuality and create equal opportunities for all, regardless of race, class, gender, disability, ethnicity, sexuality, or age. MR is committed to maintaining a strong connection to an existing diverse community of experimental artists and audiences, while at the same time expanding its definition of experimentation to more broadly include working within and pushing the boundaries of all movement-based forms. Movement Research recognizes the incredible need to diversify the range of aesthetics, cultural and socio-economic backgrounds represented on NYC stages and strongly encourages applications from individuals aligned with this vision.

Please direct questions via email to [work@movementresearch.org](mailto:work@movementresearch.org). For accessibility purposes, if you need to speak by phone, we would be happy to call you if you send us your name and phone number by email.

### Qualifications

- Minimum of 2 years experience in artists services and/or performing arts field.
- Interest in supporting artists and engaging in community care.
- Knowledge and/or interest in local and national performing arts.
- Strong communication, writing and organizational skills.
- Ability to work independently, prioritizing and managing workload.
- Possess strong team working skills.
- Attention to detail and ability to manage multiple program timelines and schedules.
- Experience with Mac platforms; Google including GMail, GoogleDocs, and GoogleSheet; MSOffice including Word and Excel is required.
- Familiarity with database and/or ticketing platforms including the following is a plus: Filemaker, GiveLively, and Ti.to.

### Job Description

The Programs Associate supports the programming of a 43-year-old artist services nonprofit dedicated to supporting experimental dance artists. Programs Associate reports to the Program Managers and is responsible for handling daily programming tasks including: Registration, monitoring, and tracking of in-person and virtual classes, workshops and events. Management of program interns. Preparation and processing of letters of agreement and participant surveys.

Responsibilities include:

- On-site and online Class/Workshop Support: oversee registration and host in-person and via Zoom.
- On-site and virtual Event Support: support Program Managers and Program Coordinators at events including MR at the Judson Church, Studies Projects, GPS Chats, MR Festival etc.
- Primary point of contact for students and participants: respond daily to student questions, prepare and provide Letters of Invitation and Participation when requested
- Intern Management: Support Program Managers in the hiring and management of Programming interns -- screening applications, interviewing candidates, onboarding, training, delegation of tasks, managing workload, double-checking work.
- Letters of Agreement: In collaboration with the Operations department, create and send Letters of Agreement for teaching artists and artists participating in MR programs.
- Event/Workshop Tracking: maintain tracking for each event/workshop; enter program statistics (for MR's events, workshops and classes) in MR's database.
- Attend weekly Programming meetings and Staff Meetings.

-On-going communication and collaboration with the Operations Team regarding: Letters of Agreement, student payments, refunds, reimbursements, tracking, studio spaces, and additional facilities maintenance.

-Supports Programs Manager to facilitate annual application processes (twice yearly MR at Judson Selection Committees, once yearly Artists-in-Residence, once yearly Parent Artists Residency).

-Provide support for artist exchanges including booking flights and accommodations, arranging local transportation, preparation of materials for visiting artists.

-On-going communication and collaboration with the Media and Communications Team relevant to each event. i.e. edits and feedback for brochure copy, social media posts and e-blasts.

-All staff are required to contribute office coverage support each week, which includes greeting visitors and fielding phone inquiries.

-When needed, assist Operations Team with general operations

-All staff are required to? periodically attend Movement Research public events and to serve as administrative staff support to the event coordinators.

#### About Movement Research:

Movement Research is one of the world's leading laboratories for the investigation of dance and movement-based forms. Valuing the individual artist, their creative process and vital roles within society, Movement Research is dedicated to the creation and implementation of free and low-cost programs that nurture and instigate discourse and experimentation. Movement Research strives to reflect the cultural, political and economic diversity of its moving community, including artists and audiences alike.

Founded in 1978, Movement Research plays a critical role in the dance ecology by providing a generative environment that encourages investigation, discourse, and constructive feedback. MR's overall structure is participatory, artist-driven, and gives agency to diverse voices inclusive of race, national or ethnic origin, gender identity, sexual orientation, disability, age, and family or parental status. MR is committed to shifting which voices are heard through rotating curatorial, editorial, and teaching structures with a focus on diversity, equity, inclusion, and access.

Movement Research offers 11 interrelated core programs including work-in-process performance series; artist residencies; national/international exchanges; artist-curated Festivals and discussions; subsidized rehearsal space; publications (MR Performance Journal and Critical Correspondence); and classes & workshops for professional artists and for students in NYC public schools.

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