

Wednesday, December 1, 2021

## Virtual Programs Coordinator

Company: Calpulli Mexican Dance Company

Location: Queens, NY

Compensation: \$50/hr, with variation per project needs

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Calpulli Mexican Dance Company is seeking a Virtual Programs Coordinator to support Calpulli Mexican Dance Company's virtual offerings. The Virtual Programs Coordinator will provide the technical support to enable Teaching Artists and others to deliver virtual programs that engage audiences of all backgrounds and, in particular, students and educators. The role will also serve as a host of these programs making introductions and welcoming individuals to live, virtual events. They will ensure successful technical set up of tools such as Zoom and others as well as monitor conversations and chats for questions. A successful Virtual Programs Coordinator will collaborate with Teaching Artists, Managing Director, other staff, clients, and individuals participating and attending events and have a thorough understanding of our mission and programs.

### Duties, Values and Responsibilities:

Set up virtual event hosting punctually and early

Liase with Teaching Artists and clients to enable seamless set up and flow of events

Prepare and have endorsed introductory and closing comments and instructions as needed per event

Support internal staff with time-keeping, troubleshooting, and preparation for virtual events

Monitor client needs before and during the event, including monitoring and respond to chats, checking for sound, and managing call settings

Verify content for virtual events with Managing Director, Teaching Artists, and others as needed

### Requirements and Qualifications:

Excellent verbal and written communication skills, bilingual (English & Spanish) preferred

Experience in marketing, PR, or related field preferred

Proficient on Zoom with reliable access to internet

Have a quiet, private space to deliver the support and participate in virtual events

Have own computer with working sound and camera to participate in events (software access and content will be provided by Calpulli Mexican Dance Company)

Proficient computer skills, Microsoft Office Suite (Word, PowerPoint, Outlook, and Excel)

Excellent analytical and time-management skills

Strong project management skills with the ability to manage multiple projects

### Employment & Compensation:

The role is a part-time, project-based, independent contractor position. The schedule of virtual programs varies throughout the year.

Individuals selected for the role may determine their availability for events as available.

Compensation is dependent on event duration and project needs. In general, a budget of \$50/ hour is planned. Per event budget will be confirmed prior to every engagement if different.

### To apply:

Please provide the following to Managing Director via email to [info@calpullidance.org](mailto:info@calpullidance.org):

Current resume highlighting relevant information for the role

The contact information for two references who can speak to your professional experience.

If selected to move forward in the application process, a virtual interview will be scheduled.

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Calpulli Mexican Dance Company  
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[www.calpullidance.org](http://www.calpullidance.org)

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