

Wednesday, June 29, 2022

## Cora Dance Seeks Education Manager

Company: Cora Dance

Location: Brooklyn, NY

Compensation: \$45,000-\$50,000 commensurate with experience; salaried; part-time

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Cora Dance seeks a part-time Education Manager to provide leadership and direction to the education programs team. Under the direction of the Artistic Director and Managing Director, the Education Manager will be responsible for working collaboratively in the conception, development, and implementation of existing and new educational programming, limited off-site programming, an extensive in-studio training program, youth companies, and pre-professional apprentice program. A faculty of 4-6 professional teaching artists and two program associates report directly to the Education Manager, who must understand and support the mission, vision, and goals of Cora Dance, its programming, and the communities it serves. There is opportunity for growth if candidate is the right fit, potentially to a director role, within three years.

Cora Dance provides free and pay-what-you-can recreational, pre-professional, and professional dance education programs primarily through its Red Hook, Brooklyn-based studio. Cora Dance works in partnership with professional arts organizations, community-based organizations, and a response-ready volunteer team of health care providers, social workers, and advocates to provide personalized support to students. Cora's education programs prioritize NYCHA, Section-8, and unhoused families to ensure students who may be restricted due to financial circumstances are assured a lasting artistic community, excellent programming, and successful paths to careers in the field. No one is ever turned away from Cora's education programs based on their ability to pay. Strong candidates must possess lived experience working in diverse settings that address equity; and be passionate, detail-oriented, highly-motivated collaborators with a sincere desire to work cooperatively with youth, parents, community partners, faculty, and staff.

**BASIC FUNCTION:** Serve as the lead manager for all educational programming and initiatives including in-studio technique classes; wraparound services in support of equal access; local off-site enrichment programs; youth repertory companies; and pre-professional touring, internship, apprenticeship, and cross-cultural project opportunities, assuring successful and equitable engagement, outcomes, and alignment with Cora Dance's mission, values, and programmatic goals.

### DUTIES & RESPONSIBILITIES:

- Monitor and evaluate all education programs to ensure effective program administration, delivery of curriculum, achievement of education program outcomes, and positive, personalized engagement with families, students, artists, and the broader community.
- Manage and provide guidance to faculty and education staff to ensure desired educational goals and outcomes are met;
- Conduct formal and informal faculty and support staff observations and assessments and provide constructive feedback in collaboration with the Managing Director and Artistic Director;
- Assist in recruiting, interviewing, hiring, and training education-related staff, faculty, and volunteers should opportunities arise;
- Oversee the work of the two program associates whose responsibilities include management of class registration; attendance taking; basic family communication; education newsletter creation; front desk reception; facilities maintenance and waiting area presentation; after-school care; data tracking; and ordering, stocking, tracking, and taking inventory of snacks, program supplies, and dance shoes and attire provided to students, among other responsibilities;
- Organize and lead two annual in-person faculty meetings and one monthly virtual check-in with faculty and staff;
- Create written content describing education-related activities, programs, and events for print and online marketing;
- Manage the logistics of Cora's annual 2-week "Walkabout" to promote In-Studio Training Program enrollment, securing volunteers for flyering, tabling, and attendance at local events;
- Episodically attend local community events and/or outreach opportunities as a representative of Cora's Education Programs (1-2 times quarterly);
- Provide group and individualized support and guidance to students and families in understanding program requirements, addressing concerns, becoming more familiar with the norms and culture of dance, and the like;
- In conjunction with the Company Manager, manage education-related performances, showings, auditions, information nights, and public events;
- Oversee the execution and management of 1-4 existing local enrichment programs in off-site locations;
- Manage and expand youth company Extension Program Partnerships, seeking opportunities for advanced students to study on scholarship at professional institutions, engage in college prep, internships, apprenticeships, and the like;
- Facilitate end-of-year exit interviews with youth repertory company families and facilitate regular check-ins to assess progress;
- Monitor changing trends in dance education and the field of dance at large and make recommendations to the Artistic Director, faculty, and staff regarding modifications, enhancements, and/or adjustments in educational program approaches;
- Attend weekly staff meetings and breakout meetings with key team members;
- Upon request, provide written and verbal Spanish translation for the organization in collaboration with the Managing Director;
- Serve as an ambassador for the mission and programs of Cora;
- Other duties as necessary to support the successful function of the organization.

## QUALIFICATIONS:

### – Required:

\* A minimum of four years of non-profit administration experience, preferably in education-related programs, with a minimum of one year in management;

\* Bachelor's degree in dance, education, non-profit management, or a related field from an accredited college or any equivalent combination of experience and training that provides the required knowledge, skills, and abilities to carry out the duties of a lead Education Manager;

\* Demonstrated dance education experience with a wide range of ages and abilities;

\* Strong leadership, analytical, problem-solving, verbal and written communications skills, and ability to work with staff in various disciplines and at all organizational levels;

\* Patience, flexibility, and maturity, with a passion for collaboratively working with artists, youth, and families in a socio-economically and culturally diverse community;

\* Interest and desire for long-term investment and growth within the organization;

\* Proficiency in Google Suite;

\* Ability to prioritize workflow, manage time wisely, delegate appropriately, and be highly detail-oriented;

\* Fully vaccinated against COVID-19\*;

\* Bilingual English/Spanish.

### – Strongly Preferred:

\* Familiarity with NYC Department of Education Blueprint for Teaching Dance Learning Standards;

\* Experience in social work, youth development, and/or social justice engagement;

\* Demonstrated knowledge and understanding of the dynamics and issues facing NYCHA residents;

\* Valid driver's license.

This posting is intended to describe the essential job functions and requirements and is not an exhaustive list of all duties and responsibilities. Cora Dance is an equal opportunity employer dedicated to maintaining an inclusive and equitable work environment and does not discriminate against any employee or applicant on the basis of race, color, religion, sex, pregnancy, national origin, age, disability, veteran status, marital status, sexual orientation, gender identity, or any other legally protected class. Cora Dance is committed to creating a dynamic work environment that values community, teamwork, creativity, understanding, and appreciation. People of color, women, LGBTQ+ individuals, and people with disabilities are strongly encouraged to apply.

*\*Cora Dance employees must be fully vaccinated against COVID-19 unless the employee cannot be vaccinated on the basis of disability or religious beliefs.*

## COMPENSATION & SCHEDULE:

– \$45,000-\$50,000 commensurate with experience; salaried; part-time.

– Hours: Monday-Thursday; 10:00am-6:00pm, respectively, with some episodic weekend and/or evening program-related events.

– Paid time off:

\* 3 weeks paid vacation: 2 full weeks in July and 1 full week in December at predetermined dates.

\* Cora Dance is closed on all federal holidays.

– Limited free and discounted rehearsal space available for all Cora Dance employees.

Please send a resume and brief cover letter detailing interest and relevant experience addressed to Managing Director Stephanie Queiroz at [jobs@coradance.org](mailto:jobs@coradance.org) with Education Manager in the subject line. Applications will be accepted until July 15 or until the position is filled. Preferred start date for this position: early/mid August.

## ABOUT CORA DANCE

Founded in 1998, Cora Dance began as the NYC-based professional modern dance company of choreographer and educator Shannon Hummel. For 25 years in NYC, Hummel's work has been continually acclaimed for its humble sophistication and unflinching emotion, garnering high praise from critics, presenters, and community leaders as a "rare gem" (The New York Times). Cora incorporated as a not-for-profit 501(c)(3) organization in 2001 and expanded in 2009, opening a sliding scale studio in Red Hook, Brooklyn. Rooted in a community that serves as home to Brooklyn's largest NYCHA public housing community surrounded by affluent waterfront, Cora committed to providing equal access to programs while using dance as a catalyst for community intersection. From its beginning, the studio served as a home for the professional company and a pay-what-you-can school for dance, offering exceptional training while addressing disparities that restrict engagement. Turning no one away based on ability to pay, NYCHA, Section-8, and unhoused families receive priority enrollment, and SEA/Supporting Equal Access Services – after-school pick-up; childcare; free food, dance attire, and shoes; among other services – help ensure equitable experiences. As a result of Cora's continued growth, CYC/Cora Youth Company – an audition-based repertory company for students age 10-18 – was formed in 2011 to offer select advanced students opportunities to learn and perform the works of professional choreographers while having access to counseling services; parent workshops; internships; paid professional work opportunities; and audition/application assistance to MS/HS/College programs. To date, 90% of CYC students have gained entry into their top choice of college, most on scholarship.

Cora Dance continued to grow and, in 2018, opened a larger facility in Red Hook to accommodate the increased demand for equitable and accessible arts programs. Remaining home to the company and school – now serving 600+ students per year, over 80% attending free or reduced tuition – the space also housed pre-professional CYC/Cora Youth Companies, satellite programs, guest/resident artists, sliding

scale-space rental, a studio-theater, and presentation of 20+ live events annually, including Red Hook Community Prom, an annual pay-what-you-can high-school prom-themed dance party.

In 2020, as programs in NYC were diminished due to COVID-19, Cora expanded on its 25 years of episodic rural programming to establish a residency and office space in Clifton Forge, VA. Desiring to mirror the programs and practices of its Red Hook center in a rural "Cora South" hub, professional company work and weekly pay-what-you-can dance education programs will launch in January 2023 with expanded opportunities for urban and rural youth to intersect via The Crossroads Project, a transformative initiative using dance to create connections between rural and urban youth across America. Presently, Cora is restoring programs that were reduced during the pandemic in its Red Hook home – rehiring and growing staff and faculty positions while growing its presence in VA and WV – and predicts a return to full programming by 2024. For information, visit [www.coradance.org](http://www.coradance.org) or call 718-858-2520.

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[www.coradance.org](http://www.coradance.org)

For more information:  
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