

Thursday, September 22, 2022

## Flamenco Vivo Carlota Santana seeks Interim Program Coordinator for Arts in Education

Company: Flamenco Vivo Carlota Santana

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Location: New York, NY

Compensation: \$20-\$25/hour during part-time, \$3,600-\$4,000 during full time

### Who We Are:

Founded in 1983, Flamenco Vivo Carlota Santana is one of America's premier flamenco companies. We serve more than 35,000 people nationwide each year through far-reaching programs that entertain, educate, and empower. Our mission is to promote flamenco as a living art form and a vital part of Hispanic and Latinx heritage; produce and perform high quality dance works; provide arts education programs that catalyze connections among students; and nurture the next generations of Spanish dance artists and educators. Learn more at Flamenco Vivo Carlota Santana.

### About the Interim Program Coordinator Role:

The Interim Program Coordinator role was created to provide coverage while the current Program Manager for Arts Education is on leave. The Interim Program Coordinator for Arts Education will play a vital role in managing and coordinating the daily operations of Project Ole.

Project Ole provides life-changing educational experiences to students of all abilities, while inspiring diverse populations to become lifelong supporters of the arts. The Interim Program Coordinator will act as the primary liaison between our K-12 school partners and Flamenco Vivo's Teaching Artists for Project Ole.

Please note, this is a remote position, however travel to our offices in NYC may be required for meetings, so we request that candidates be located in the NY Metro Area.

### Who You Are:

- Detail oriented - you can navigate between platforms while maintaining accuracy and consistency;
- Focused - you can handle many moving parts at once and prioritize accordingly;
- Professional in demeanor and etiquette - you have experience dealing with individuals at varying seniority levels, and can navigate workplace challenges and complicated relationships with a focus on professional interactions and positive outcomes;
- Open and coachable.

### What You Will Be Working On:

- Managing partnerships with schools and CBOs that serve students in the NYC and tri-state area;
- Creating and maintaining the Arts in Education program schedules and calendar; communicating schedules to the Teaching Artists and our school partners,
- Processing documentation for our programs such as LOAs, contracts, purchase orders and other documentation as needed;
- Tracking Teaching Artist fees for payroll processing;
- Overseeing documentation for the Arts in Education program, tracking audience attendance;
- Managing the Arts in Education budgets for our school partners;
- Ensure all documentation for our school partners in the Arts in Education programs is current – such as curriculum materials, necessary waivers, rosters and letters to parents/guardians and other documentation as needed;
- Comply with Department of Education requirements including fingerprinting and tracking within the PETS system;
- Handling invoices, rosters and other responsibilities as needed.

### Technical Requirements:

- A high-speed, reliable and secure internet connection (no public networks);
- A desktop or laptop computer with camera and microphone suitable for video meetings;
- A mobile phone.

### Schedule and Compensation:

The position will commence in November 2022, or as soon as a candidate is identified (whichever is sooner). Initially, the hours will be 20/week (November 2022 through January 2023) while you overlap and train with our current Program Manager for Arts Education.

In February 2023, the hours will increase to 40/week and the role will be full-time. We request that the Interim Program Coordinator be available during core business hours (10am to 4pm, Monday - Friday).

The hourly rate for this role will be in the \$20-\$25/hour range.

If you are interested in learning more – please apply ASAP!

For immediate consideration, please email a resume and brief cover letter to: Leyda Mata, Director of HR & Operations: [Leyda@flamenco-vivo.org](mailto:Leyda@flamenco-vivo.org).

Equal Opportunity Employer Statement:

Flamenco Vivo Carlota Santana celebrates difference – we celebrate, support, and thrive on difference for the benefit of our staff and community. Flamenco Vivo is proud to be an equal opportunity workplace. All aspects of employment including the decision to hire, promote, discipline, or discharge, will be based on merit, competence, performance, and business needs. We do not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other protected status under federal, state, or local law.

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