

Tuesday, October 11, 2022

MOVE|NYC| is Hiring an Artistic Programs Manager!

Company: MOVE|NYC|

Location: New York, NY

Compensation: The range for this full-time salaried non-exempt position is \$45,000 - \$55,000 with benefits.

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Inspired by the rise of the Black Lives Matter movement in 2013 and the lack of diversity Nigel Campbell and Chanel DaSilva witnessed throughout their artistic training and professional careers, Chanel and Nigel co-founded [MOVE|NYC|](#) in 2015—a Black-led nonprofit with the mission of cultivating greater diversity and equity in the dance profession and beyond. What began as just a 3-week tuition-free summer intensive for gifted NYC teenagers with a \$25K budget has evolved in just 7 years into a leading-edge arts and social justice organization with 6 mentorship, artistic training, and professional development programs with a 100% matriculation rate and a growing \$800K budget. MOVE|NYC| imagines more people imagining. Please learn more about our mission, program offerings, and other activities by visiting this link: <https://www.movenyc.nyc/purpose>.

POSITION SUMMARY

The Artistic Programs Manager (APM) is a proactive, ambitious, creative, organized, and justice driven professional who works as part of a coordinated team consisting of the Founders & Artistic Directors and Managing Director. The APM's primary responsibility is to manage MOVE|NYC|'s artistic, mentorship, and professional development programs and support all programmatic administration/communications. The successful candidate has a professional dance background, at minimum 1-2 years of prior professional experience in a similar role and duties, evident passion for the arts and arts education, social and racial justice, and youth development and empowerment, and an alignment with MOVE|NYC|'s mission. The successful candidate must be able to work well with all levels of employees, be flexible in nature, have sound judgment with an open and collaborative style that encourages teamwork and cooperation. The APM is directly supervised by the Founders & Artistic Directors and regularly collaborates with the Managing Director. The Artistic Programs Manager is a full-time, 40 hour per week, and non-exempt position with opportunities for advancement. The position primarily operates remotely, however, please note that program activities will take place in-person in New York City and require in-person support. As such, all employees must be fully vaccinated and show proof to execute the duties of this position.

KEY RESPONSIBILITIES

The Artistic Programs Manager is responsible for maintaining MOVE|NYC| as a creative and productive working environment and supports artistic leadership and programmatic administration/communications objectives:

ARTISTIC LEADERSHIP (50% of time)

- Manage and supervise annual intensives, annual auditions/open applications, and monthly master classes and live performance-viewings
- Host monthly mentorship sessions
- Run seasonal ensemble performance rehearsals and coachings
- Liaise with program participants and their families on individual & collective artistic development matters
- Manage monthly Peer Mentorship Program

ARTISTIC COMMUNICATIONS (50% of time)

- Collaborate on day-to-day programs administration, inquiries, and correspondence
- Manage program rental bookings and performance production communications
- Maintain all calendars for artistic programs and schedule appointments and meetings
- Coordinate closely with the Executive team to ensure timely newsletter, social media, and website content is crafted and posted/delivered/archived to support program priorities and strategy

MOVE|NYC| is a growing non-profit and employees are often called upon to perform other duties that are necessary to accomplish organizational goals and meet important deadlines. This kind of work should only be disseminated by the direct supervisor of that staff member and include relocating their original work for that time frame.

SCHEDULE

The Artistic Programs Manager is scheduled to work 40 hours per week. General working hours are Monday to Friday between 10:00 AM and 6:00 PM. Please note that up to 20 hours per month of your schedule may be spent on evenings and weekends to accommodate program activities and events, like mentorship sessions, master classes, rehearsals, performances, and performance-viewing.

COMPENSATION & BENEFITS

The range for this full-time salaried non-exempt position is \$45,000 - \$55,000. As a full-time employee you are eligible for group health and dental insurance, vacation leave, 12 paid holidays, paid sick leave, and further benefits.

QUALIFICATIONS

Experience & Abilities:

Has a professional dance background and a minimum of 1 to 2 years of relative administrative experience and the ability to be independent and proactive in their role

Ability to take initiative on multiple projects, work collaboratively as part of and in a team setting, solve problems, look at the big picture, and maintain attention to detail

Knowledge & Skills:

Is comfortable and effective in leading artistic classes/rehearsals and with internal and external communications

Demonstrate fluency and experience with G Suite, Microsoft Office, social media, and digital marketing tools with an ability and willingness to learn how to onboard to these systems

Desirable, but not required:

Having fluency with Adobe Creative Suite and experience with graphic design, layouts, and photo editing

Having video editing skills (ie. imovie)

APPLICATION INSTRUCTIONS

Application Launch Date: October 6, 2022

Application Desired Due Date: November 1, 2022 (position will remain open until filled)

Interested candidates should apply by sending an email to Managing Director Niya Nicholson at employment.movenyc@gmail.com with your Last Name, First Name: Artistic Programs Manager in the subject line. Please submit a resume that reflects position experience and a 1-page cover letter that includes your personal statement and details your interest in the position and career goals, supporting experience, and the emails & phone numbers for 2 professional references in a single PDF. Successful applicants will be contacted for 2 rounds of interviews. We encourage residents of New York City to apply.

MOVE[NYC] Foundation Inc. is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, religion, sex, sexual orientation, gender identity, national origin, disability, military status, or any other characteristic protected by law. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. We strongly encourage individuals that identify as BIPOC to apply.

MOVE[NYC]
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For more information:
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[< back](#)

[previous listing](#) • [next listing](#)