

Tuesday, May 30, 2023

## Dance/NYC seeks Manager of Programs and Partnerships

Company: Dance/NYC

Location: New York, NY

Compensation: \$63,000 and competitive benefits

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Dance/NYC seeks a full-time Manager of Programs and Partnerships to work with the Director of Programming and Justice Initiatives to manage and implement a robust calendar of events and touch points with various partnerships/stakeholders. This includes all aspects of administration supporting public programming forwarding Dance/NYC's key areas of advocacy and research, leadership training, networking and convening, technology and visibility, and regranting.

Status: Full-Time, At-Will, Exempt

Commence Date: As soon as possible

Reports to: Director of Programming and Justice Initiatives

Supervises: Symposium Coordinator; Interns; Volunteers

Compensation: Package includes a salary of \$63,000 and competitive benefits

*\*Dance/NYC offers the highest available salary our budget can afford as an alternative to salary negotiation, which can introduce bias and reflect an individual's positional power or negotiation skills rather than their job qualifications.*

For more information and to apply: [https://docs.google.com/document/d/1tKVPzdRJVezg6bcDCF5\\_IMGD4TkphYI7PJMNMYGO0mc/edit#](https://docs.google.com/document/d/1tKVPzdRJVezg6bcDCF5_IMGD4TkphYI7PJMNMYGO0mc/edit#)

### Role-Specific Skills

- Lived and learned experience in issues of justice, equity, and inclusion, especially matters related to race, disability, and/or immigration
- Curatorial experience, stemming from a wide cross-sector network, relevant to programming events for the metropolitan New York City dance sector
- Comfortable with Microsoft Office Suite, Google Apps, emerging technologies, and demonstrating a commitment to technology solutions in the social enterprise space
- Project Management experience
- A demonstrated capacity for community organizing, engagement, and networking
- Experience facilitating and presenting public settings
- Strategic thinker with a knack for connecting various projects and actions to organizational goals and comfortable with using data to inform decision making
- Adaptability to change course and be responsive to a volatile arts culture and political landscape

### Additional Skills

- Fluency in a foreign language is desired, but not required.

### Essential Functions, Duties and Responsibilities

#### Programming and Partnerships (50%)

Manage the curatorial framework for and implementation of Dance/NYC's leadership training, networking and convening portfolio and Dance/NYC's programmatic priorities with a specific focus on cultivating and sustaining organizational partnerships. In 2023-2024, the Manager of Programs and Partnerships will focus efforts on:

#### Programming + Events

- One (1) Research Convening, Fall 2023
- 2024 Dance/NYC Symposium (biennial event)
- Dance/NYC Cultivation Event
- Dance/NYC Patron's Party
- DWR Task Force Meetings
- Three (3) Programmatic Town Halls in 2024

#### Key Actions include:

- Manage event implementation according to established curatorial structures
- Implement or collaborate on overall event design and hospitality, ensuring accessibility, alignment with values of equity and brand consistency
- Manage venue, sponsorship, and pro bono partner relationships
- Support revenue + income strategy
- Develop scripts, titles, descriptions, marketing copy, signage, etc. as applicable
- Supervise development of in-person and virtual production schedules

#### Manage volunteer/intern partnerships

Manage Symposium Volunteer and Staff Role delegation, training, and scheduling

Liaise with Communications Department as applicable on marketing and ad strategy

Resolve issues, working with Dance/NYC's practice of harm reduction and reconciliation

All events are produced with accessibility and equity as priorities for serving our diverse dance constituency of people with varying disabilities and immigration statuses. The above itinerary is a typical event cycle.

#### Partnership + Community Building

Dance/NYC maintains relationships with stakeholders through a portfolio of stakeholders in committees, task forces and advisory groups. This

role will focus on:

Implementing convening strategy, key messaging, engagement opportunities, and general administrative support to stakeholder groups that include but are not limited to:

- Disability. Dance. Artistry. Task Force
- Immigrants. Dance. Arts. Task Forces
- Dance. Workforce. Resilience. Task Force
- Justice, Equity and Inclusion Partners
- Symposium Programming Committee
- Advisory Committee

Cultivating new and sustain ongoing partnerships that support Dance/NYC's initiatives and values

- Manage partnership deliverables across departments
- Attend partner events as applicable
- Engage actively in community building with aligned stakeholders

#### General Administration (30%)

Manage all aspects of internal administrative structures for the Programs department, and follow existing event protocols to develop and maintain replicable event (especially programming, communications, and facilities) schedules and workflows:

- Maintain database (NeonCRM)
- Manage departmental meetings and calendars
- Collection and analyze demographic data
- Maintain detailed event records, attendance tracking, audience feedback, and event surveys
- Update annually key internal project and process protocol documents
- Provide relevant reporting and proposal material for a variety of funding sources
- Manage finances via established budget and tracking tool(s) for events and other activities
- Manage Interns and volunteers
- Support leadership team to implement annual Justice, Equity and Inclusion training events portfolio for - Dance/NYC's staff, The Board of Directors and advising bodies by managing consultants and/or trainer contracts, schedules, and payment tracking
- Collaborate with staff to implement additional organizational priorities as they arise

#### Information Technology, Communications, and Marketing (10%)

Coordinating with the Communications Department:

- Support event communications messaging and promotion across platforms in line with Dance/NYC's values of justice, equity and inclusion and supporting our goals for convening
- Coordinate with Communications Department to generate engagement opportunities for existing networks, directories, and stakeholder groups and
- Advise on building resource pages
- Coordinate the production of event marketing, media and sponsorship assets (online and print)
- Coordinate technological enhancements to support convening and professional development efforts, including video content for the Symposium and Town Halls

#### Justice, Equity and Inclusion (10%)

Prioritize ongoing learning on justice, equity and inclusion:

- Regularly engage in learning focused on Justice, Equity, and Inclusion (including but not limited to racism, xenophobia, ableism);
- Apply learning(s) on Justice, Equity, and Inclusion within the role and in the management of projects and/or staff/collaborators;
- Uphold Dance/NYC's values and practices in every aspect of work implementation.

To apply, visit: [https://docs.google.com/document/d/1tKVPzdRJVeZg6bcDCF5\\_IMGD4TkphY17PJMNMYG00mc/edit#](https://docs.google.com/document/d/1tKVPzdRJVeZg6bcDCF5_IMGD4TkphY17PJMNMYG00mc/edit#)

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