

Wednesday, June 7, 2023

Community Arts Partnerships (CAP) Administrative Assistant

Company: Ballet Hispanico

Location: New York, NY

Compensation: Full Time - Position,\$45,00- \$50,000

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Ballet Hispanico

Full Time - Position,\$45,00- \$50,000

Start Date: June 15, 2023

Position Description

Community Arts Partnership (CAP) Administrative Assistant position provides critical support to CAP educational programs within the department at Ballet Hispanico. The work focuses on coordinating and implementing school residencies, dance workshops, and community performances. The candidate will track communication with partners, collect school feedback, and help coordinate teaching artists' schedules. In addition, the position will assist with community events and support the Chief Officer of Engagement and Inclusion. The ideal candidate values the impact of arts in education, and community building, is communicative, and resonates with Ballet Hispanico's ethos of equity and social justice. This position will report to the Community Engagement Director and work closely with our school partners, teaching artists, and other BH and CAP administrative staff.

About Ballet Hispanico

Acclaimed as one of America's Cultural Treasures (Ford Foundation), Ballet Hispanico brings communities together to celebrate and explore Latino cultures through innovative dance performances, transformative dance training, and enduring community engagement experiences.

Founded in 1970 by National Medal of Arts recipient Tina Ramirez, the organization emerged during the post-Civil Rights Movement on NYC's Upper West Side, providing a haven for primarily Black and Brown Latinx youth seeking artistic sanctuary during the plight of 1970s New York City. With the need for a place, both culturally and artistically, families found their way to Ballet Hispanico. With a focus on dance to develop artists who work, the training, authenticity of voice, and power of representation fueled the organization's roots and trajectory.

With a focus on dance, achievement, and public presence, the organization flourished through the three roots of its mission: its Company, School of Dance, and Community Arts Partnerships. Over the past five decades, by leading with Latinx culture at the forefront of performance, education, and advocacy, BH's mission has catalyzed change and possibility for communities nationwide. As an organization progressing with the needs of its community, BH serves as a platform for historically omitted and overlooked artists providing capacity, voice, and affirmation.

Essential Skills & Qualities:

- Detail-oriented in all aspects of their work
- Clear, attentive, and responsive communicator
- Proficient in MS Office (particularly with Excel)
- Familiarity with Zoom and Google Drive
- Experience as a teaching artist and a dance background is a plus but not a requirement.

Position Responsibilities:

- Support the Chief Officer of Engagement and Inclusion with calendar, contacts, and in-person events
- Support the Community Engagement Director with school liaisons for educational programs
- Coordinate Teaching Artist's schedules
- Maintenance and overseeing of programs' digital calendar
- Provide support with student and teachers recruitment
- Provide ongoing support for in-person CAP events
- Support logistics of School Culminating Events and School residencies
- Distribute and collect surveys

- Update the CAP database
- Attend new inquiries and schedule meetings for the continued growth of department residencies and after-school programs

Required Materials

- Cover Letter describing your interest in this position and Ballet Hispánico's work
- Resume
- Minimum of 2 references

To Apply

Send all listed required materials via e-mail to tsantana@ballethispanico.org with the subject heading "Application - CAP Admin Assistant - Applicant's Name." E-mail submissions only. No phone calls. You will be notified regarding any next steps upon receipt of your application.

Ballet Hispanico
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