

Wednesday, July 26, 2023

Institute Coordinator

Company: José Limón Dance Foundation
Location: New York, NY
Compensation: \$45,000-\$50,000

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The José Limón Dance Foundation seeks a highly motivated customer service and detail-oriented team player to work within the Limón Institute. The Limón Institute reaches thousands of dance professionals and enthusiasts annually. The Institute Coordinator is a full-time position reporting to the Institute Director and supports the daily operations of the Institute's three efforts: Dance Education and Training, the Limón Archives, and Licensing.

KEY RESPONSIBILITIES

School Operations:

- Manage the daily scheduling of all programming classes, faculty, musicians & studios;
- Prepare schedules, policies, procedures, and onboarding materials;
- Serve as the first point of contact and on-site liaison for all students, faculty & studios;
- Maintain student records, clock hours, enrollment and tuition tracking;
- Track international students' paperwork and needs;
- Lead promotion & recruitment dance training & education programs.

Licensing & Archival Operations:

- Assist with correspondence;
- Promote and recruit future partners;
- Provide support materials and assistance to partners and clients;
- Follow-up with partners & general operational support;
- Assist in generating marketing materials to promote Archival and Licensing operations.

SKILLS & QUALIFICATIONS

The successful candidate will have the ability to work independently, take initiative, track multiple projects, and prepare professional quality correspondence. Strong organizational skills, attention to detail, the ability to work with imagination and determination when facing obstacles, impeccable written and verbal communication skills, and computer literacy are essential. This position will work with Foundation databases, create marketing content, oversee seasonal interns, work-study and volunteers, and a few times a year will have production assistant responsibilities.

- Bachelor's degree or 2 or more years of commensurate administrative experience;
- Highly competent as it relates to computer skills including proficiency in Microsoft Office, Google Suite, & website management & email software;
- Kind and welcoming demeanor and a deep interest in supporting artists of all ages.

The salary range for this role is \$45,000-\$50,000, commensurate with experience. \$300 / month is available for reimbursement toward a health insurance plan or qualifying wellness costs. Employees must be fully vaccinated against COVID-19 and provide proof of that vaccination, or a medical exemption.

Candidates should apply by submitting a thoughtful cover letter describing fit for the position together with a resume to careers@limon.nyc. Include INSTITUTE COORDINATOR in the subject line. Applications will be accepted until the position is filled, but priority will be given to applications received by August 15.

For the full job description and all opportunities at Limón, please visit: www.limon.nyc/job-opportunities

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For more information:
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