

Monday, August 14, 2023

Dance/NYC seeks Research and Advocacy Coordinator

Company: Dance/NYC
Location: New York, NY
Compensation: \$52,000 and competitive benefits

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Dance/NYC seeks a full-time Research and Advocacy Coordinator to work with the Director of Programming and Justice Initiatives to coordinate Dance/NYC's research and advocacy priorities. This includes administration supporting the programming to advance these priorities including leadership training, networking and convening, technology and visibility, and granting.

Status: Full-time, At-will, exempt position

Commence Date: As soon as possible

Reports to: Director of Programming and Justice Initiatives

Supervises: Interns and Volunteers

Coordinates with: Director of Programming and Justice Initiatives, Manager of Programs and Partnerships, and other staff as needed

Compensation: Package includes a salary of \$52,000* 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.*

The application deadline is Saturday, September 16, 2023.

For more information and to apply: <https://docs.google.com/document/d/11y5Z7RokU4YQPxdotnLnXdlJHX-Kqs/edit#heading=h.mn7thbwfrm1h>

Role Specific Skills

- Have relevant research and advocacy experience and a demonstrated capacity for community organizing.
- Comfortable with Microsoft Office Suite , Google Apps, emerging technologies, and demonstrating a commitment to technology solutions in the social enterprise space.
- Project Management/Coordination experience
- Comfortable with facilitating and presenting public settings
- Experience with managing and organizing data
- Understanding of legislative advocacy
- 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

Research (45%)

Reporting to the Director of Programming and Justice Initiatives, oversee all of Dance/NYC's research priorities. Primary activities involve liaising with independent contractors and interns.

Key Deliverable:

- Supporting the publication of the Fourth State of NYC Dance Research Report and subsequent Research Convening

General Research Department Administration:

- Develop and maintain detailed research project timelines and project management systems;
- Refine research agenda, methodologies, overviews and onesheets;
- Coordinate and support research related convenings, including but not limited to town halls, task force/advisory group and committee meetings, and research convening(s);
- Gather stakeholder feedback as needed;
- Create strategies for the dissemination and implementation of research.

Ongoing Research Data Management + Documentation:

- Updating the Research webpages on Dance.NYC;
- Documenting Dance/NYC's ongoing use of anonymous anecdotal evidence from survey quotes;
- Continuing to update Resource pages on the Dance.NYC website and other digital hubs.

Research Study Development & Publication:

- Oversee independent contractors for research projects including research consultants, graphic designers, community organizers and canvassers;
- Support development of organization-wise survey tools (like demographic data), and data protection policies;
- Provide administrative support in all aspects of report production including outline and structure development, copyediting, graphic design and publication and promotion;
- Organize and prepare primary and supporting data and support the interpretation of findings;
- Coordinate and support content contributions for research reports as needed;
- Support the analysis process led by research consultants that includes identifying top trends, building recommendations, building narrative arcs and corresponding materials
- Coordinating with the Communications team to oversee communication partnerships, do segmented communications for surveys to target

communities, and produce press, marketing, and campaign materials to spur recruitment; and

- Liaise with the Advisory Group for community feedback and input on research methodology and findings.

Advocacy and Community Organizing (40%)

- Draft (and present as needed) testimony and/or appeal letters for relevant City Council hearings, State Legislation, and Federal Legislation, and/or advocacy efforts as they arise;
- Coordinate with national and local advocacy partners, such as Nonprofit New York, New Yorkers for Culture & Arts, Stonewall 50 Consortium, Dance/USA, and other coalitions, on advocacy efforts;
- Coordinate with Communications team for the dissemination of Advocacy Alerts, Dance Worker Digest and other Advocacy communications across Dance/NYC's networks, including distribution of segmented communications to internal lists;
- Advise and assist Director of Programming and Justice Initiatives, Dance/NYC's initiatives on disability, immigration, and racial justice matters,
- Coordinate and manage the Field-Wide Calls
- Continuing to update Advocacy Resource pages on the Dance.NYC website and other digital hubs;
- Connecting relevant research in the field to organizational advocacy efforts

General Administration (10%)

- Provide relevant data for grant proposals and reports to initiative funders;
- Manage Dance/NYC's ongoing use of demographic data questions;
- Work in partnership with other organizational departments, as relevant, on programmatic offerings and/or in the development of organizational collateral spotlighting Dance/NYC's impact in the sector and research and advocacy work and/or beneficiaries;
- Develop and manage record keeping protocols and materials for the preservation of institutional knowledge and learning in the area of research and advocacy;
- Identify research- and or advocacy-related opportunities and/or grants that expand Dance/NYC's capabilities in these areas; and
- Work collaboratively with staff to execute on additional organizational priorities as they arise

Justice, Equity and Inclusion (5%)

- 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; and
- Uphold Dance/NYC's values and practices in every aspect of work execution.

For more information and to apply: <https://docs.google.com/document/d/11y5Z7RokU4YQPxdotnLnXdIJHX-Kqs/edit#heading=h.mn7thbwfrm1h>

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