

Tuesday, May 21, 2024

Assistant Programs Manager

Company: DuYe Moves
Location: Brooklyn, NY
Compensation: 0

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About DuYe Moves:

DuYe Moves offers free summer outdoor classes, fostering a vibrant community through dance, music, and creative expression. We are dedicated to providing high-quality, accessible classes that engage participants of all ages and backgrounds. We are a new community arts program that seeks to become a fundamental part of summer in the city.

**Position Summary:

The Assistant Programs Manager is a volunteer position that will give you and/or build on your experience working with dance teaching artists, curating special programs, and being on the first wave of a new groove.

You will assist in overseeing the successful execution of DuYe Moves' free summer outdoor classes. This role includes maintaining and expanding relationships with teaching artists, developing creative themes for workshops, managing budgets, ensuring smooth logistical operations, and enhancing the overall participant experience. We are a tight loving team of 3 with volunteers that assist on program days. We are looking for someone who wants to grow as a programmer and with the team.

We offer classes the 3rd weekend of the month and some additional special program dates including our Choreographers in Process program. The program day generally runs from 10am to 4pm.

How you'll support:

Teaching Artist Engagement

- Maintain relationships with current teaching artists and actively seek out new talent.
- Negotiate terms of engagement with teaching artists.
- Collect all necessary information and materials from teaching artists for marketing purposes.
- Assist teaching artists and musicians with directions to the location.
- Announce classes and introduce teaching artists.
- Promote donation methods and maintain accurate records of donations.
- Set up and break down the dance lawn perimeter, welcome table, and speakers
- Develop creative themes that align with our community's interests and values.
- Support annual operating budget planning and tracking

This may be a good fit for you if have or desire to grow:

- Experience in program management, event coordination.
- Strong organizational and communication skills.
- Experience working with artists, musicians, or in a creative environment is a plus.
- Passion for community engagement and the arts.
- Ability to work flexible hours, including evenings and weekends, as required.

How to Apply:

Interested candidates please send your resume and let me know a few good times to connect to meet 'n greet to: info@duyemoves.org

DuYe Moves is an equal opportunity employer and encourages applicants from all backgrounds to apply.

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