Friday, December 20, 2024

Limón Institute Administrator

Company: JOSE LIMON DANCE FOUNDATION
Location: NEW YORK, NY
Compensation: $20-$30 per hour

Founded in 1985, the Limón Institute houses the official school of the José Limón Dance Foundation, proudly cares for its decades of fascinating ephemera in the Archives, and licenses the iconic works of José Limón. The Institute Administrator's primary responsibilities are: scheduling and general operations of the Limón Institute, recruitment and marketing the Institute, and supervising the Institute's year-round and seasonal interns, work studies and volunteers. They will report to the Institute Director and their work will primarily be in-person. The Institute Administrator will support Institute performances and events during evening and weekends approximately 6 - 7 times per year. The Foundation strives to create a work environment that emulates José Limón's humanistic approach. We work hard, laugh a lot, and support each other to move forward at an exciting pace. The successful candidate will grow and earn experience at a time when the organization is rapidly expanding.

KEY RESPONSIBILITIES

Institute Operations:
Manage the daily scheduling of all programming classes, faculty, musicians, and studios;

Prepare offer letters, schedules, and onboarding materials;

Serve as the first point of contact and on-site liaison for all students, faculty, and studios;

Maintain student records, clock hours, enrollment and tuition tracking;

Track international students' paperwork & needs;

Assist with organization, maintenance, digitization & cataloging of materials;

Provide assistance to all Institute researchers & visitors;

Support the Institute's other arms of Licensing and Archiving as needed.

Marketing:
Create and post Institute-related content on social media platforms;

Collaborate with the communications team via Trello, MailChimp and other platforms;

Lead promotion & recruitment efforts for Institute programs;

General support with follow-up to partners and staff.

Intern Supervisor:

Oversee and guide the learning and projects of interns, volunteers and work studies;

Provide feedback and mentorship to interns, volunteers and work studies;

Interview, hire and provide final evaluations to interns, volunteers and work studies.

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.

Required

Bachelor's degree or 4 or more years of commensurate administrative experience;

Highly competent as it relates to computer skills including proficiency in Microsoft Office, Google Suite, website management (WIX), and email software

Kind and welcoming demeanor and a deep interest in supporting artists of all ages.

Preferred

Relationships or experience with the NYC dance community's artists, teachers, musicians and studios;

Experience with community engagement practices and their constituencies;

Comfort speaking to large groups, and / or experience teaching dance;

Fluency in a language other than English

The José Limón Dance Foundation is committed to providing compensation that is competitive and equitable within the arts sector. The

salary range for this role is $20 - $30 per hour, for 25 - 30 hours per week, commensurate with experience. Employees must be fully vaccinated against COVID-19 and provide proof of that vaccination, or a medical exemption.

The José Limón Dance Foundation is an Equal Opportunity Employer. Employment is based upon personal capabilities and qualifications without discrimination based on race, color, religion, creed, sex, sexual orientation, national origin, age, disability, marital status, veteran status, citizenship status, or any other protected characteristic as established by law. All qualified candidates are encouraged to apply.

Candidates should apply by submitting a thoughtful cover letter describing fit for the position and salary requirements together with a resume to careers@limon.nyc. Please include INSTITUTE ADMINISTRATOR in the subject line. Applications will be accepted until the position is filled, but priority will be given to applications received by January 15, 2025.

Candidates that are contacted can expect up to three rounds of interviews. The first via Zoom, additional interviews as requested on-site and with department heads. If you have any questions about the hiring process, please contact careers@limon.nyc.

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For more information:
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