

Thursday, April 10, 2025

Assistant to Director of Educational Programming (Part-Time)

Company: Accent Dance NYC
Location: Pelham, NY
Compensation: \$25/ hour

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ACCENT DANCE NYC is a dance education and professional performance company that champions arts education in schools and communities throughout New York City and lower Westchester County, particularly in underserved communities where access to arts education is scarce. We are seeking a part-time Assistant to the Director of Educational Programming. This person will assist with outreach and the expansion of our dance education programs in schools and community centers in NYC and lower Westchester. Ideally, the candidate should have a background and genuine interest in dance and arts education, experience as an administrative assistant, be willing and able to work independently, and possess excellent organizational and communication skills. The candidate must have an energetic willingness to conduct research, engage directly with potential school and site partners, keep records, and be a team player. This is a part-time position (10-12 hours per week) that is mostly remote, but also involves making visits to schools and other sites in the NYC area.

QUALIFICATIONS:

- Bachelor's degree or equivalent in dance, education or related field.
- Background and / or willingness to work with the NYC public schools (and comparable systems).
- Highly organized, technologically savvy, detail oriented.
- Possess a vibrant passion for dance, dance education and serving youth.
- Excellent interpersonal skills, including with Accent Dance NYC staff, teaching artists and performing artists.
- A team player who will work closely with, among others, our Director of Educational Programming and our Executive/ Artistic Director.
- Have a computer and phone.
- Live in the NYC area and be able to visit sites.

RESPONSIBILITIES:

- Work collaboratively with and for our Director of Educational Programming.
- Do research on schools and sites and other possible contacts.
- Keep organized records about your outreach work.
- Keep our database updated with new contact information.
- Make phone calls, schedule meetings and visit sites to build new partnerships and cultivate existing ones. Ideally the candidate will have some NYC / Westchester school relationships already made and would be willing to pursue them for Accent Dance NYC.

HOW TO APPLY:

Please submit your resume and cover letter to Kim Johnson, Director of Educational Programming, at Kim@accent.dance AND to Andrea Ziegelman, Executive/ Artistic Director, at Andrea@accent.dance.

ACCENT DANCE NYC is a non-profit, multicultural and multidisciplinary dance company and arts education organization. We are a vendor of the NYC Dept. of Education and Westchester County school districts. Our programs celebrate multiculturalism, identity and self-expression. Students discover the cultural and historical origins of dance while moving and dancing with us. Since our inception in 2018, ACCENT DANCE NYC has reached over 16,000 school-age children with our educational performances and dance residences. Our educational programs boost children's self-esteem, cognitive skills and creativity, while reminding students that their heritage, experiences and identities matter. ACCENT DANCE NYC also is a concert dance company dedicated to exploring the artistic, cultural and humanistic connections among people of all backgrounds. Our artists teach and perform hip hop, ballet, tap, salsa, tango, bachata, African dance, Afrobeat, step, contemporary dance, dancemaking and beyond.

Please see our website: <https://accent.dance>

Accent Dance NYC
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For more information:
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