

Friday, June 29, 2012

## Education Programs Coordinator

Hillary Jackson, [hjackson@dnadance.org](mailto:hjackson@dnadance.org)

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Education Programs Coordinator at Dance NewAmsterdam (DNA)

Reports to: Executive/Artistic Director and Education Advisory Committee, Programming Committee

35 hours per week

Compensation commensurate with experience

Dance New Amsterdam (DNA) is a 501(c)(3) nonprofit organization with both earned revenue and contributed income.

Dance New Amsterdam is a contemporary dance center in the heart of Lower Manhattan focusing on programming that services the dance artist and choreographer in initiating and developing globally influential dance education, artistic exploration and community involvement.

Dance New Amsterdam Education's mission is to support dancers by providing a dynamic environment for dance education, creation and performance. DNA Education achieves its mission by offering classes, workshops and performance programs in a wide range of dance forms to both professionals and non-professionals that are led by internationally established dance educators.

DNA Education supports the creative exploration of dance by emerging and established dance artists and choreographers through public performances produced and presented in our own DNA Theater.

The Education Programs Coordinator is responsible for coordinating all of DNA Education's special programs including Performance Project, Choreographic Investigation Course (CIC), New York Summer Dance Intensive (NYSDI), Steele Pilates Certification Course, and the Simonson Method of Teacher Training. He/she will integrate program goals developed by the Executive/Artistic director, Programs Manager, DNA's Education Advisory Team and DNA's Programming Committee to ensure the DNA's educational programming fits into the cohesive overall organization programming mission of DNA.

Responsibilities include:

- Working with DNA's Programming and Education Advisory Committees to research & coordinate program artists
- Coordinating the hiring of program artists
- Scheduling programs for the year
- Serving as the primary point of contact for participating students and teaching artists
- Overseeing student registration and payment tracking
- Coordinating booking of theater space for shows
- Coordinating the run of each show
- Attending DNA performance and fundraising events and representing DNA outside of daily administrative duties
- Reporting on and Updating programs and management practices for area of work

Qualifications

- BA/BS degree is preferred and 1+ year of experience in school administration
- Exceptional interpersonal skills
- Detail-oriented and able to multi-task
- Proven ability to work as both a team member & independent leader with desire to work with diverse staff
- Experience with a dance institution a plus
- Experience with Mindbody software and thorough knowledge of Microsoft Word and Excel
- Desire to become active and familiar with Dance New Amsterdam's educational philosophy and student constituency along with desire to build a wider student base.
- Active in the dance education and performance community, a must .

To apply for this position, please send your resume and a cover letter as pdf files to:

Hillary Jackson  
Education Director  
[hjackson@dnadance.org](mailto:hjackson@dnadance.org)

DNA is an equal opportunity employer and encourages all to apply

Hillary Jackson, [hjackson@dnadance.org](mailto:hjackson@dnadance.org)

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