

Friday, August 28, 2015

COAR Program Administrator

Company: Purelements: An Evolution in Dance
Location: Brooklyn, NY
Compensation: 35K - 37K a year

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COAR Program Administrator (Full-Time)

Purelements: An Evolution in Dance is an innovative nonprofit performing arts organization. Our Mission is to use multiple facets of the performing arts as educational tools to evolve and transform the individuals and communities we serve. The Purelements' mission unfolds through our Professional dance company, the Art-in-education program (A.I.R.E), the Mayor's after school enrichment program (SONYC) and the Pre-professional training program (C.O.A.R)

Center of Artistic Refinement (C.O.A.R) is a pre-professional training program for students seeking careers in the performing arts. Participants of all ages and levels study multiple dance forms and refine their artistic skills through weekly classes, workshops, performances and mentorship.

Job Description

Purelements seeks a full time Program Administrator who will be responsible for maintaining healthy relationships between Purelements and Families, Students, Teaching Artists, Vendors and Partner Organizations. The Purelements: An Evolution in Dance COAR Program Administrator is a personable, highly organized, reliable individual with great Customer Service skills and has a strong appreciation for the Arts. The COAR program Administrator will work alongside the Program Manager to maintain and grow the program's daily and weekly activities.

Essential Duties and Responsibilities

- Learn 3rd party Class Management Software (Jackrabbitclass.com)
- Assist Program Manager with maintaining Budget
- Oversee and collect all Billing Items ie - tuition, costumes, tickets and open classes
- Organize, Maintain and Track Scholarship Process
- Organize and maintain the registration process
- Organize and Maintain Payroll for COAR Teaching Artists and Guests
- Maintain Capezio Relationship and Dress Code items
- Update, print and distribute procedures manual annually
- Organize, maintain and order school equipment, ie Front Desk Supplies
- Organize Parent Volunteer positions both weekly and as needed per production
- Assist in communication related to annual productions
- Maintain Class Schedule, coordinate rehearsals, workshops and educational trips
- Schedule and Maintain Paperwork related to renting space for class, rehearsals and workshops
- All Email correspondences to Families and Teaching Artists
- Interact with all Purelements program leads to identify and recruit new students and families
- Assist with organizing and implementing fundraising activities.
- Setup programing for Summer Dance intensive

Education/Experience

- Skills based in Arts Administration or a related field
- Excellent PC-based computer skills including Microsoft Office Suite/Google Docs (required)
- Excellent organizational skills and superior attention to detail
- Experience and or a deep appreciation for the Arts
- Must be able to:
- Work on Saturdays and Weekdays
- Believe in the work and the mission of Purelements
- Work with people of varying financial backgrounds, beliefs and cultures

Speak and Present themselves in a clear and professional manner

Lead and give clear directions

Have Transportation (A plus but not mandatory)

Purelements: An Evolution in Dance
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For more information:
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