

Wednesday, November 11, 2015

Dancers Outreach Coordinator, New York City

Company: The Actors Fund
Location: New York, NY
Compensation: Competitive

► [Share](#) | [Print](#) | [Download](#)

The Actors Fund, a nationwide human services organization that helps all professionals in performing arts and entertainment, seeks a Dancers Outreach Coordinator to conduct and coordinate outreach to the dance community on behalf of Career Transition For Dancers (CTFD) and The Dancers' Resource (TDR) programs of The Actors Fund to educate the dance community about the services available to them through CTFD, TDR and The Actors Fund. In addition, this position assists with the outreach for the full suite of Actors Fund programs.

RESPONSIBILITIES

The Coordinator develops, updates and maintains a database of national and local contacts of dance-related organizations and associations, companies and schools as well as entertainment and performing arts unions, arts councils and other community organizations. The Coordinator plans for and implements national and local programmatic marketing and outreach efforts in coordination with CTFD and TDR staff and other program team members to share the latest information on programs and services. They serve as the initial contact with dance-related organizations as well as other local and national organizations to establish relationships for client outreach and liaise with program staff for follow-up in scheduling on-site visits. In addition, the Coordinator is responsible for maintaining and updating an annual calendar of outreach efforts and coordinating with program team and communications marketing team on scheduling and distributing the latest programmatic information.

The Coordinator writes copy for all marketing efforts: e-blasts, print and social media as well as manages social media efforts, sends e-blasts, and manages print collateral. They create an online presence in the dance community to educate dancers on issues and services related to their career and wellness via Actors Fund social media channels. The Coordinator is responsible for promoting all outreach activities and events (via Facebook, Twitter and Instagram) as well as monitoring social media to ensure maximum visibility. They serve as the point person on a national and local program outreach database, providing program team with support and training on entering and tracking of contacts, updating contact information and list management.

The Coordinator works with TDR and CTFD staff in coordinating Dancer Advisory Committee meetings, and works with the Advancement team around CTFD fundraising events (including but not limited to the annual gala and a Palm Beach event).

REQUIREMENTS

At least three years professional experience in marketing and / or communications and community outreach.

A strong knowledge of, familiarity with and appreciation for the New York and Los Angeles dance communities is essential.

Background and established relationships in the dance community.

Position may be required to work after hours on weekdays or weekends on occasion in order to complete special projects.

May require travel by air.

ABOUT THIS POSITION

This is a full-time salaried position based in The Actors Fund's National Headquarters Office in Times Square, New York City. The Actors Fund offers a competitive salary, as well as a comprehensive benefits package, including: choice of multiple health and dental plan options, voluntary vision, flex and dependent care plans, employer-paid life and long-term disability insurance, supplemental life and disability, 401(k) plan with generous employer match, tuition reimbursement, generous paid time off and TransitCheck commuter benefit or paid parking, depending on location.

TO APPLY

Please click on the link below:

<https://home.eease.adp.com/recruit/?id=14903181>

A complete application will include a resume/cover letter/salary history and/or salary requirements.

ABOUT THE ACTORS FUND

The Actors Fund is a national human services organization that helps everyone—performers and those behind the scenes—who works in performing arts and entertainment, helping more than 21,000 people directly each year, and hundreds of thousands online. Serving professionals in film, theatre, television, music, opera, radio and dance, The Fund's programs include social services and emergency financial assistance, health care and insurance counseling, housing, and employment and training services. With offices in New York, Los Angeles and Chicago, The Actors Fund has been—for 133 years—a safety net for those in need, crisis or transition. Visit www.actorsfund.org.

For more about The Actors Fund, please visit: www.actorsfund.org.

The Actors Fund is an Equal Employment Opportunity Employer.

The Actors Fund
New York, NY, 10019
www.actorsfund.org

For more information:
HR
careers@actorsfund.org

[< back](#)

[previous listing](#) • [next listing](#)