

Wednesday, December 2, 2015

Career Counselor, Career Transition for Dancers

Company: Actors Fund
Location: NY

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

The Actors Fund, a nationwide human services organization that helps all professionals in performing arts and entertainment, seeks a Career Counselor for Career Transition for Dancers, to provide individual and group career counseling for members of the dance community.

RESPONSIBILITIES

The Career Counselor will be responsible for providing individual and group career counseling to members of the dance community seeking to develop sideline careers or transition into new careers. The counselor will be expected to assist dancers in establishing an individual career plan via career exploration activities, labor market research, identification of transferable skills, and the development of a job search marketing package. The Career Counselor will work with department staff and social worker staff to identify and reduce barriers to employment beyond the scope of career counseling.

To assist members of the dance community transitioning into new careers, the Career Counselor will work with program participants to identify educational opportunities that will lead to new sustainable careers. This will include sourcing internal and external grants to support their educational aspirations and working collaboratively with dancers to ensure timely submission of scholarship applications.

As a key staff member, the Career Counselor will be expected to represent Career Transition for Dancers at various internal and external, local and national networking events. At these events, he or she will be expected to deliver informational sessions on effective career development and management strategies specific to the needs of the dance community.

In addition to a solid knowledge of educational opportunities, the Career Counselor will be expected to maintain a working knowledge of hiring practices, labor market trends, networking and career counseling practices and principles. Finally, the counselor will be expected to consistently and accurately document all dancer interactions into the agency database in a timely manner.

REQUIREMENTS

Education, Training and Knowledge

Master's degree in Career Counseling or related field
Three years of experience in adult career counseling or coaching experience
Passion for the dance community and knowledgeable of their unique related to career transitions
Demonstrable knowledge of career counseling practices and theories
Experience in administrating and analyzing assessment instruments
Knowledge of local education and employment/training community resources
Experience planning and conducting training sessions, workshops or seminars
Well versed in Microsoft Office Suite, and curious about technological advancements

Proficiency Qualifications

Ability to effectively engage and sustain relationships with program participants
Self-starter, able to work independently and as a member of a high-quality, high-functioning team
Excellent leadership and organizational skills
Exceptional attention to detail and follow-through skills
Strong interpersonal, verbal and written communication skills; must have the ability to deal with conflict, build consensus and establish strong relationships with internal and external stakeholders
Demonstrated ability to prioritize and coordinate a large number of projects independently
High energy with the motivation to help people succeed
Ability to effectively track participant progress
Goal-oriented, motivated by the use of data and producing measurable results
Comfortable in a collegial, fast-paced environment

OTHER REQUIREMENTS:

Local and national travel required. A valid, unrevoked driver's license preferred.
Occasional attendance required at evening events

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 employer match, tuition reimbursement, generous paid time off and TransitCheck commuter benefit or paid parking, depending on

location.

TO APPLY

Apply online at www.actorsfund.org/careers. 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.

Career Transition for Dancers arose out of an effort, spearheaded by celebrated dancer and choreographer Agnes de Mille in 1982, to assist dancers both during and at the end of their careers. It was founded in 1985 by Edward Weston and was originally administered as an initiative of The Actors Fund. The services of Career Transition For Dancers will be integrated into the ongoing programs of The Actors Fund. The two non-profit human service organizations will unite in their sharing of providing programs and services to dancers and the dance community; the merger is expected to be fully integrated by the end of 2015.

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

The Actors Fund is an Equal Employment Opportunity Employer.

Actors Fund
NY, 10019
www.actorsfund.org

For more information:
Darren Robertson
Careers@actorsfund.org
212.221.7300

[< back](#)

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