

Tuesday, August 9, 2016

Ballet Hispanico Community Engagement Coordinator

Company: Ballet Hispanico
Location: New York, NY
Compensation: low 30ks

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Ballet Hispanico Community Engagement Coordinator

Description of Responsibilities

Position Summary

Ballet Hispanico is seeking a self-motivated, dynamic team player, to manage program details with Ballet Hispanico's second company "BHdos", community centers and performance venues in support of the nation's premier Latino dance organization. The Community Engagement Coordinator must be a creative individual with strong interpersonal skills, superior time management and communications skills. The Coordinator will work closely with the community education team to support the organization's efforts in community arts programming.

About the Organization

Celebrating 45 years of sharing and reflecting the ever-changing diversity of Latino cultures, Ballet Hispanico is the new expression of American contemporary dance. Led by Artistic Director & CEO Eduardo Vilaro, the Company has produced world-class, multifaceted performances that have featured master works for audiences totaling more than 3 million. Through the work of its professional Company, School of Dance, and Community Arts Education programs, Ballet Hispanico celebrates the dynamic aesthetics of the Hispanic diaspora, building new avenues of cultural dialogue and sharing the joy of dance with all communities. Ballet Hispanico is headquartered in its own 21,000 sq. ft. dance facility on Manhattan's Upper West Side. For further information: www.ballethispanico.org.

Responsibilities

- Manage all program coordination for BHdos Ballet Hispanico's second company;
- Execute coordination of ticketing and reservation for school performances at The Apollo theater and The Palace Theater;
- Coordinates arts in education planning, scheduling and meetings;
- Support teaching artists & dancers with ensuring all program and administrative responsibilities are met;
- Attends and documents all planning meeting information at partner schools;
- Organizes all new business packets and program information;
- Leads the planning of culminating event details and costuming for partner schools;
- Tracks and ensures accuracy of program data;
- Establishes positive, generative relationships with varied stakeholders;

Requirements

- Bachelor's Degree in Arts Education or related field required, dance preferred.
- Experience in non-profit, preferably with the NYC or urban public school systems;
- Ability to prioritize programmatic needs and to multi-task and work both individually and as part of a team;
- Excellent written, oral communication and social skills;
- An articulated passion for the BH mission and arts in education;
- Keen attention to detail;
- Strong computer skills; facility with Microsoft Office;
- Ability to travel within NYC boroughs and some early mornings required;
- Valid NY State Driver's license a plus.

Skills and Knowledge

- College degree or comparable work experience required.
- Experience as education staff member at nonprofit institution preferred.
- A successful track record of successful community and school partnerships.
- Outstanding interpersonal, organizational, written, and oral communications skills.
- Familiarity with Latino diaspora arts, dance and culture;
- Ability to prioritize, make independent decisions and work well under deadlines, exercising confidentiality, good judgment, diplomacy and tact.
- Understanding of BH mission, social justice and arts as a tool for restorative transformation.
- Computer literacy including competency with Microsoft Office software and Internet preferred.

A sense of humor.

Compensation and Benefits

Ballet Hispanico provides an excellent benefits package, including individual medical, dental, and vision insurance, life insurance, 403B plan, vacation, paid holidays, and summer Fridays. The salary for this position is in the low 30s range.

How to Apply

To apply, please send your resume and cover letter (as one document in pdf) to acorrea@ballethispanico.org. Indicate in the subject heading: Community Engagement Coordinator – Your Name. No phone calls or follow up, please.

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[< back](#)

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