

Tuesday, August 9, 2016

## Ballet Hispanico Community Programs Manager

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

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### Ballet Hispanico Community Programs Manager

#### Description of Responsibilities

##### Position Summary

Ballet Hispanico is seeking a self-motivated, dynamic team player, to manage program details with schools, community centers and performance venues in support of the nation's premier Latino dance organization. The Community Programs Manager must be a creative individual with strong interpersonal skills, superior time management and communications skills. Reporting directly to the Senior Director of Community Engagement, the Manager will work closely with the community education team and collaborate with leadership, department leaders and teaching artists 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](http://www.ballethispanico.org).

##### Responsibilities

Manage the cultivation, development and implementation of arts in education residency partnerships and school performances;

Supervise the Community Engagement and Education Production coordinators

Support teaching artists and dancers: through recruitment, interviews, hiring, training, communication & coordination;

Coordinate program promotional materials and publications;

Contribute to the refinement and development of study guide curricula;

Manage department fiscal processes and data tracking;

Contribute content for education grant proposals;

Program lead for the Instituto Coreografico;

Collaborate on design and facilitate professional development workshops, as needed;

Lead coordination of internship program, providing supervision and mentoring;

Participate in interdepartmental events and activities, representing the organization at public events, community meetings and conferences.

##### Requirements

Bachelor's Degree in Arts, Education or related field required, dance a plus.

Experience in non-profit work and preferably in NYC and/or urban, diverse 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

Bachelor's degree required.

3 to 5 years' experience as education staff member at non-profit institution; supervisory experience a 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 high 30s range.

#### How to Apply

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

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