

Wednesday, January 10, 2018

## Education Program Manager

Company: Notes in Motion Outreach Dance Theatre  
Location: New York, NY  
Compensation: \$25/hr

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Christopher Duggan

Notes in Motion Outreach Dance Theatre/Amanda Selwyn Dance Theatre, a dance education vendor of the NYC Dept. of Education, is seeking a Part-Time (20 hours/week) Education Program Manager to coordinate and manage our vibrant dance education programs in the NYC Public Schools.

### Qualifications:

Bachelor's in dance or dance education. Master's Degree Preferred.  
A background working in or with the NYC public schools.  
2+ years arts administration as well as significant teaching experience  
Highly organized, technologically savvy, detail oriented  
Self-managed, ability to work remotely and independently  
Formal dance training and professional performance experience  
Possess a vibrant passion for dance and dance education  
Excellent interpersonal skills; ability to act as an engaging, articulate, and informed representative of Notes in Motion/Amanda Selwyn Dance Theatre

Responsibilities: Oversee the daily operations of the Notes in Motion Education Department, including but not limited to:

### PROGRAM ADMINISTRATION

- Manage the administrative flow of new and continuing dance education programs including scheduling, creating contracts, developing curriculum, correspondence, and evaluation

### SCHOOL PARTNERS

- Correspond with school leaders: process letters of agreement, likeness releases, support and follow-up materials for faculty and staff, and purchase orders with school partners; track payments, purchase orders, invoices, and teaching artist hours.
- Visit school sites for TA observations, meetings with administrators and classroom teachers, support culminating events, and other special events
- Oversee evaluation and assessment of programs, share highlights with Social Media Ambassador and Program Associate to build our brand

### TEACHING ARTISTS

- Supervise and train 25+ Teaching Artists o Work with Teaching Artists to develop engaging and inspiring curriculum that meets the needs of our partner schools, highlights the Common Core and the Blueprint for Teaching and Learning in the Arts, and engages entire school communities o Observe Teaching Artists in action, providing feedback, mentorship, and guidance o Review Teaching Artists journal logs, and develop monthly reports for payroll and Executive Director review o Assist with planning and execution of culminating events and performances, and assist with program documentation (photography and video)

### PROGRAM DEVELOPMENT

- Maintain strong vendor relationship with the Department of Education and other city agencies o Attend networking, professional development, and other relevant meetings, events, seminars, and workshops
- Market programs to new schools

To apply, please submit resume and cover letter with EDUCATION PROGRAM MANAGER in subject line.

Notes in Motion Outreach Dance Theatre  
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212-995-9446  
[www.notesinmotion.org](http://www.notesinmotion.org)

For more information:  
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[< back](#)

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