

Monday, July 16, 2018

Dance for PD Program Administrator

Company: Mark Morris Dance Group

Location: Brooklyn, NY

Compensation: Annual salary plus monthly travel and smartphone stipend

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The Mark Morris Dance Group (MMDG) believes that universal access to the arts is essential. Dance for PD® is a program of MMDG that offers dance classes for people with Parkinson's disease and their families in eight locations within New York City, and through our network of partners and associates, in more than 250 other communities in 25 countries. In our classes, participants are empowered to explore movement and music in ways that are refreshing, enjoyable, stimulating and creative. All of our flagship classes in New York City are offered free of charge with live musical accompaniment, reflecting the spirit of MMDG in its celebration of music and dance.

Joining a four-person team dedicated to Dance for PD® and its community programs, the Programs Administrator plays an integral role in representing the program while supporting and sustaining a safe and enjoyable experience for flagship participants, staff, and volunteers. The primary responsibility of the role will be to facilitate logistics and in-office administration for all satellite class locations in New York City. This is a part-time position (averaging 20 hours per week) beginning August 27, 2018.

RESPONSIBILITIES:

- Maintain knowledge base and understanding of all flagship program operations
- Manage set-up and clearing of studio resources, such as chairs and songbooks
- Track attendance and collect waivers (when applicable) for all participants
- Manage, communicate, and enforce registration policy
- Supervise and delegate tasks to volunteers in collaboration with Programs Assistant
- Liaise between program staff, teachers, assistants, volunteers, and participants
- Attend quarterly flagship program staff meetings and additional team meetings as necessary
- Assist with local Training Workshops (3-4 per year)
- Represent Dance for PD® at public events
- Other duties as assigned

QUALIFICATIONS:

- Experience working with older adults or people with disabilities
- Extremely reliable and dedicated
- Exceptional organizational skills
- Quick learner with strong ability to manage and/or improve operational systems
- Strong attention to detail and excellent follow-through
- Ability to handle multiple assignments and prioritize work accordingly
- Strong written and verbal communication skills
- Congenial and collaborative team player with a sense of humor and humility
- Resourceful, versatile, proactive problem-solver
- Willingness to work weekend shifts
- Comfort and fluency with basic office software (Word, Excel) and smartphone Apps (Eventbrite, Square)
- Fluency in language(s) in addition to English a plus

COMPENSATION & BENEFITS:

- \$15,000 annual salary, plus monthly travel and smartphone stipend
- Paid vacation, sick/personal leave, holidays and bonus days
- Pre-tax Commuter benefit
- Complimentary participation in Dance for PD® Training Workshops and other sponsored professional development opportunities
- Unlimited free Adult classes as well as discounts to Master Classes and Intensives at the Mark Morris Dance Center
- Access to the Wellness Center (our onsite gym)
- Access to subsidized studio space, special events and MMDG performances (when available)
- Invitations to cultural events extended to other staff members by community partners

APPLICATIONS:

Please submit a cover letter and resume outlining your interest, qualifications, education, and experience
 Indicate Dance for PD® Programs Administrator in the subject line of your email
 Electronic applications ONLY are accepted at jobs@mmdg.org
 No phone calls, please.
 Applicants will be contacted by email should we wish to arrange for an interview

Disclalced, Inc is an Equal Opportunity Employer committed to a diverse workforce.

Mark Morris Dance Group
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For more information:
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