

Wednesday, January 23, 2019

Education Coordinator + Social Media Manager

Company: Alexandra Beller Dances
Location: Brooklyn, NY
Compensation: \$17-20/hr

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Education and Social Media Coordinator Position for Alexandra Beller/Dances

App. 3-5 hours a week from home (15-20 hours/month) with some weeks/times off throughout the year (app. 120 hours/year)

\$17-\$20/hr

Education Coordinator

Coordinate space rental for all classes and workshops, including making timely payments and reviewing and signing contracts as necessary

Attend a monthly meeting with the Marketing/Design Director and Artistic Director

Coordinate additional meetings as needed with Artistic Director

Coordinate information from teachers for website (teacher bios, photos, etc) for Summer Intensive or other classes for the year

Schedule flyering, poster, and mailings in collaboration with an intern

Review financial tracking for each class, and send a "final report" of class financials of spending and profits: hours for admin, space rental, teacher fees, flyering and posters, other expenses, income from students

Brainstorm on continued marketing efforts for courses

Monitor class sizes, send updates to Artistic Director/Manager with updates every two weeks

Social Media Coordinator

Create Facebook events and update online events for all classes (on DancEnthusiast, DanceNYC, others)

Scheduling regular facebook posts (3-4 weekly) and 1-2 social media posts per week on Instagram in collaboration with the Marketing/Design coordinator of company, school, and past photos and video

Intern management:

This position oversees all intern/work study positions. We enlist 1-2 work study students per semester to offset course price. In exchange for free class, work study students cover:

Light photo/video documentation of the classes they are taking

Flying and mailings for that semester

An additional work study student covers financial tracking of all courses for a semester(may be a separate person) 20 hours total

Potentially: financial tracking

Interested candidates should send a resume and cover letter to: katieabdances@gmail.com with the subject line "Education Coordinator Application- Name".

Application deadline February 10, 2019.

Alexandra Beller Dances
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For more information:
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