

Sunday, January 27, 2019

Notes in Motion Education Program Manager

Company: Notes in Motion, Inc.
Location: New York, NY
Compensation: \$25-40,000

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Christopher Duggan

Notes in Motion Outreach Dance Theatre is seeking a part-time Education Program Manager to oversee our vibrant and growing dance education programs in the NYC Public Schools. Title and compensation are commensurate with experience. Schedule is anticipated to be 4 days per week in the company co-working spaces and at partner sites.

The ideal candidate will visit school sites, manage the administrative flow of new and continuing dance education programs, oversee, supervise, and train Teaching Artists, assist with planning and execution of culminating events and performances, handle correspondence with school leaders, market programs to new schools, manage evaluation and assessment of programs, and work with Education Ensemble to develop inspiring curriculum that meets the needs of our partner schools, highlights the Blueprint for Teaching and Learning in the Arts, and engages entire school communities. Qualified candidates will have a background working in or with the NYC public schools, substantive arts administration as well as dance teaching experience, formal dance training and professional performance experience, excellent interpersonal skills, be highly organized, technologically savvy, detail oriented, and possess a vibrant passion for dance and dance education.

Founded in 2000, Notes in Motion Outreach Dance Theatre, a vendor of NYC Dept. of Education, offers a wide array of dance education programs for preK-12th graders in a variety of dance styles including: ballet, modern, jazz, hip hop, African, ballroom, tap, yoga, Latin dance, and more. These programs are united by our singular approach to arts education, The Movement Exchange Method, in which students take on leadership roles in their own learning, have creative input in the design of the curriculum, participate in critical discussions of the work of their peers, and develop collaborative skills. Programs foster self-discovery, risk-taking, and making connections between different topics, themes, and areas of learning. We aim to provide access to the art form of dance to inspire the next generation of dance appreciators.

Qualifications

- A background working in or with the NYC public schools
- 2+ years non-profit arts administration
- 3+ years dance teaching experience
- Highly organized, technologically savvy, detail-oriented. Familiarity with Mac platforms required; familiarity with Eteapstry, Quickbooks, and Excel recommended
- Ability to work independently; strong planning, organizational, and management skills
- Formal dance training and professional performance experience
- Possess a vibrant passion for dance and dance education
- Excellent interpersonal skills with Notes in Motion colleagues, including all staff and teaching artists, out in the field, acting as an engaging, articulate, and informed representative of Notes in Motion, with Board, volunteers, and donors
- Commitment to participating in an equitable and inclusive environment

Responsibilities

- Set an example as a leader at the organization, responsible for creating positive collaborative relationships within and outside of the organization, managing the Education Ensemble (Teaching Artists), interns, and inspiring the staff as a whole
- Managing the administrative flow of new and continuing dance education programs including scheduling, invoicing, contracts, curriculum, correspondence, and evaluation. Maintaining Eteapstry program records, google calendars, and Teaching Artist records.
- Work with Education Ensemble (Teaching Artists) to develop engaging and inspiring curriculum that meets the needs of our partner schools, highlights the Blueprint for Teaching and Learning in the Arts, and engages entire school communities.
- Maintaining strong vendor relationship with the Department of Education and other city agencies. Attend networking, professional development, and other relevant meetings, events, seminars, and workshops.
- Visiting school sites to monitor existing programs and build new partnerships. Marketing programs to new schools, preparing mailings and new initiatives to engage new clients and advance Notes in Motion's arts-in-education programs.
- Overseeing, supervising, recruiting, and training Notes in Motion's Education Ensemble – Teaching Artist Roster. Hiring new Teaching Artists as necessary and matching TAs to programs. Planning and administering regular Professional Development/Teaching Artist Training Sessions (4/year). Observing Teaching Artists in action, providing written and oral feedback, mentorship, and guidance. Review Teaching Artists journal logs, and develop monthly reports for payroll and Executive Director review. Perform annual performance review with each Teaching Artist.
- Planning and execution of culminating and community events and performances. Assisting with program documentation (photography and video). Leading the archiving of materials on program.
- Handling correspondence with school leaders. Processing letters of agreement, likeness releases, support and follow up materials for faculty and staff, invoicing, purchase orders, and handling payment collection from school partners.
- Managing evaluation and assessment of programs, developing systems to monitor, track, organize, and analyze assessment materials as well as share highlights with Social Media Director to build our brand.
- Working with Executive/Artistic Director and Development Team to prepare program descriptions for grants, identifying school partners for specific funding initiatives, and working with school leaders to gather required support materials for grants.
- Supervising interns and support staff as available.

To apply

Please email the cover letter and resume as PDF documents to amanda@notesinmotion.org with "Education Program Manager" in the subject line.

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For more information:
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