

Monday, October 14, 2019

## Manager of Justice, Equity, and Inclusion Initiatives

Company: Dance/NYC  
Location: New York, NY  
Compensation: \$55,000

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Location: New York City

Reports to: Executive Director

Supervises: Research and Advocacy Coordinator; Programs Assistant; Symposium Coordinator

Coordinates with: Operations Manager, Manager of Development and Grantmaking, Development and Grantmaking Assistant, Communications Assistant, and Communications and Marketing Consultants

Status: Full-time

Dance/NYC's mission is to promote the knowledge, appreciation, practice, and performance of dance in the metropolitan New York City area. It embeds values of justice, equity, and inclusion into all aspects of the organization. It works in alliance with Dance/USA, the national service organization for professional dance.

Dance/NYC seeks a manager who will be responsible for and exercise discretion and independent judgment regarding all aspects of implementing and growing Dance/NYC's convening and professional development portfolio, leading special projects, and overall organizational strategy for its values of Justice, Equity, and Inclusion. The immediate job priorities are to achieve planned program deliverables funded through June 30, 2020, including an annual Symposium and convening focused on Dance/NYC's values of Justice, Equity and Inclusion as well as their Immigrants. Dance. Arts and Disability. Dance. Artistry initiatives. This role will also play a major role in Dance/NYC's new strategic planning process.

### Essential Functions, Duties, and Responsibilities

#### Development & Strategy (20 %)

1. Oversee Dance/NYC's programmatic priorities for justice, equity, and inclusion throughout organizational departments and work areas, including research and advocacy, convening and leadership training, and communications
2. Use established strategic filters and organizational agendas and conduct research to cultivate community relationships for building partnerships opportunities and curating advocacy topics and event interlocutors;
3. Conduct an annual review of Dance/NYC's Justice, Equity, and inclusion assets, including:
  - Racial Justice Agenda
  - Disability. Dance. Artistry. Agenda
  - Immigrants. Dance. Arts Agenda
  - Justice, Equity, and Inclusion glossary and resource directory
  - Events Accessibility Guide
  - Disability. Dance. Artistry. Task Force charter
  - Immigrants. Dance. Arts. Task Force charter
  - Justice, Equity, and Inclusion Partnerships Agreements
  - Resources
  - Partnerships
4. Develop replicable event schedules and workflows (especially programming, communications and facilities)
5. Advise on funding opportunities and produce relevant reporting and proposal material for recurring sources
6. Create and implement sponsorship, pro-bono and barter strategies for existing event portfolio and fundraising for long term efforts

#### Program & Event Management (60%)

1. Collaboratively set convening plan for 2020 and beyond
2. Report to the Executive Director and coordinate with the Programs Assistant and Research and Advocacy Coordinator to execute all organizational responsibilities for programmatic priorities, including:
  - Town Halls (6-8 annually)
  - Annual Symposium (March 20-21, 2020)
3. Co-curate with relevant committees, public programming as part of Dance/NYC's Justice, Equity, and Inclusion initiatives, currently focused on race/ethnicity, disability, and immigration. In 2020, the manager of Justice, Equity and Inclusion will focus efforts on:
  - A two full-day program track at annual Symposia (1) focused on Building a Resilient Dance Ecosystem
  - Two (2) town halls annually focused on racial justice and dance through June 30, 2020

- Two to three (2-3) town halls annually focused on immigration and dance through June 30, 2020
  - One (1) town hall annually focused on disability and dance through June 30, 2020
  - Annual Anti-racism training for Dance/NYC's staff, Junior Committee, The Board of Directors and advising bodies
  - Annual Beyond Accessibility training for Dance/NYC's staff, Junior Committee, The Board of Directors and advising bodies
  - Annual Sanctuary Space training for Dance/NYC's staff, Junior Committee, The Board of Directors and advising bodies
4. Coordinating with the Manager of Development and Grantmaking, support event logistics for special cultivation and fundraising events (at least 2 annually)

#### Information Technology, Communications, and Marketing (20%)

1. Coordinating with Communications and Marketing consultants and Communications Assistant,
  - Manage strategy for event communications through Dance.NYC, e-communications (weekly e-newsletter, special bulletins) and social media
2. Seek out and lead all content, marketing, and distribution partnerships for events
3. Coordinating with Dance/NYC's Communications Consultant and Communications Assistant, support Dance/NYC's priorities for online resources:
  - Updating and promoting existing initiative resource directory technology and content in response to constituency feedback and the availability and relevance of new information resources;
  - Curating and promoting the Disability. Dance. Artistry and Immigrants. Dance. Arts Dance Maker Directory featuring artists making and/or performing work locally;
  - Curating and promoting the Disability. Dance. Artistry Network and Immigrants. Dance. Arts Dance Network featuring artists making and/or performing work locally; and

Qualifications: Ideal candidates will have lived and learned experience in issues of justice, equity, and inclusion, especially matters related to race, disability, and/or immigration. They will have relevant curatorial and project/event management experience, and a demonstrated capacity for community organizing. They will be future focused, data-driven, strategy-minded, and thrive in fast-paced startup environments. They will be methodical and detail oriented, with excellent writing, planning, and time management skills, and able to advance multiple projects simultaneously while meeting deadlines. They will be current on and comfortably engage with emerging technologies and demonstrate a commitment to technology solutions in the social enterprise space. They will be versed in the dance and culture landscape and have a wide cross-sector network. They will be comfortable working with Microsoft Office Suite and Google Apps and have an aptitude for working with online and mobile applications. Fluency in a foreign language is desired, but not required.

Compensation package includes a salary of \$55,000 based on experience and competitive benefits.

Location: The Dance/NYC offices are located on the Garden Floor (ground floor) of the Mertz Gilmore Foundation, 218 East 18th Street, New York, NY 10003. Access to the Garden Floor entrance includes a two-step descent. A lift to the entrance will be available in the coming months. An accessible bathroom is available onsite, and elevators are not available in the building.

To apply, please send a cover letter, resume, and references by e-mail to Kyle Rudnick, Operations Manager at [humanresources@dance.nyc](mailto:humanresources@dance.nyc). The cover letter should include detailed answers to each of the following questions:

Why are you interested in working as the Manager of Justice, Equity and Inclusion at Dance/NYC?

The Manager of Justice, Equity, and Inclusion Initiatives will be called upon to work on a range of projects that require the ability to relate to different audiences, manage stakeholder relationships, and problem-solve in different contexts. For example, in a given day, you might need to set up the sound and video equipment for a live event, or facilitate a preparatory conversation with panelists that include current organizational funders, or articulate a curatorial vision for a potential partner. What relevant skills and experiences would you bring to this work?

How would you characterize your understanding of the NYC dance ecosystem and community organizing practices for the purposes of achieving systemic change across the field?

Dance/NYC is a values-driven organization, please review our values of Justice, Equity, and Inclusion (found at:

<https://www.dance.nyc/equity/values>) and discuss two instances in your professional career where you have demonstrated at least one of them?

What is important to you in a workplace?

The position is open until filled, but preference will be given to those candidates who apply on or before October 31, 2019. Preference will also be given to those candidates able to commit to two years.

Dance/NYC is an equal opportunity employer and provides equal employment opportunity without regard to race, color, sex, age, disability, religion, national origin, marital status, sexual orientation, ancestry, political belief or activity, or status as a veteran. The policy applies to all areas of employment, including recruitment, hiring, training and development, promotion, transfer, termination, layoff, compensation benefits, social and recreational programs, and all other conditions and privileges of employment in accordance with applicable federal, state, and local laws. It is the policy of Dance/NYC to comply with all the relevant and applicable provisions of the Americans with Disabilities Act (ADA). Dance/NYC does not discriminate against any qualified Employees or job applicants with respect to any terms, privileges, or conditions of employment because of a person's physical or mental disability. Dance/NYC makes reasonable accommodation wherever necessary for all Employees or applicants with disabilities, provided that the individual is otherwise qualified to safely perform the duties and assignments connected with the job and provided that any accommodations made do not require significant difficulty or expense.

Dance/NYC  
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For more information:  
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