

Wednesday, January 15, 2020

Arts Program Associate

Company: Jiva Performing Arts
Location: Brooklyn, NY
Compensation: \$15-18/hour

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DESCRIPTION

Jiva Performing Arts is a registered 501(c)(3) not-for-profit organization which exists to develop and present new voices in the classical arts of India through performance and education. Jiva was formed in 2007 in New York City by acclaimed Bharatanatyam dancer Sonali Skandan and Carnatic musician-composer Bala Skandan. In its 10 year history, Jiva has organized numerous events that focus on expanding the canvas of the performing arts of India. Through its renowned dance and music classes and programs, Jiva trains the next generation of young artists. Jiva periodically hosts master level workshops and performances by international and local artists; and its professional projects, Jiva Dance and Akshara Music Ensemble, have created critically acclaimed works that affirm the relevance, vitality, and freshness of Indian classical arts. Jiva's fundamental aim is to increase the appreciation and accessibility of these timeless arts to all people in the New York area and beyond. Through Jiva's dedication to high quality education and programming, as well as a close-knit and supportive community, Jiva has become one of the more visible South Asian Arts organizations in NYC.

Summary Description: We are seeking a highly organized and imaginative individual to assist in all aspects of our arts programming. The Arts Program Associate will have the opportunity to help fulfill our artistic vision and programming, manage our class bookings and space, help organize and promote our events and workshops, help organize our fundraising Gala, assist in documentation, research and write funding grants, help with publicity and marketing for all our programming, as well as update our social media and website.

The Arts Program Associate will work directly with the Artistic Director, as well as Board Members.

Main Responsibilities:

- Assist with day to day operations of an arts non-profit organization
- Maintain all studio bookings and schedules for classes
- Identify opportunities and bookings for dance company
- Maintain press kit and marketing materials for dance company and school
- Assist in marketing related activities such as the development of newsletters, updating social media pages and websites, and updating mailing lists.
- Assisting in fundraising and development efforts such as identifying grants and corporate funding.
- Assist in programmatic activities such as coordinating events and workshops
- Coordinating with the Gala committee to organize Fundraising Gala/ Annual Campaign in the Fall
- Assist in video documenting programs

Qualifications:

- College Graduate or Graduate student preferred
- Excellent interpersonal, verbal and written communication skills
- General computer and office skills
- Knowledge of HTML, Adobe Photoshop, iMovie, and digital video editing a must

- Attention to detail and ability to independently work on multiple projects at the same time
- Experience working in social media
- Experience with marketing/PR
- Practical knowledge of all areas of dance and theater production

Availability: We are looking for an immediate hire for 8-10 hours per week. We are looking for someone who has their own MacBook and can travel to Brooklyn twice per week. Hours are generally Weekdays, M-F.

This is a paid position and the salary is based on relevant experience and will range from \$15-18/hour

Location:

Jiva Performing Arts | 450 9th Street | Brooklyn, NY 11215

How to Apply: To apply for the Arts Program Associate position: Submit resumé, cover letter detailing your interest in this position, and your availability to Sonali Skandan Artistic Director jivaperformingarts@gmail.com

Jiva Performing Arts
450 9th Street
Brooklyn, NY, 11215
www.jivadance.org

For more information:
Sonali
jivaperformingarts@gmail.com

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