

FOR ARTISTS

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Monday, October 19, 2020

MOVE|NYC| is Hiring a Program Coordinator

Company: MOVE|NYC| Foundation Inc.

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Location: New York, NY

Compensation: The Program Coordinator will be paid on an hourly basis commensurate with experience.

After five years of cultivating greater diversity and equity within the dance profession and beyond with our lean but mighty team, MOVE|NYC| is ecstatic to expand our staff with the addition of a part time Program Coordinator!!

If you are someone who demonstrates strong interests in the performing arts, arts education, social justice, racial justice, equity, and youth empowerment and desires a career in arts administration, then we're looking for you and cannot wait to work with you!!!

POSITION SUMMARY

The Program Coordinator is a part time (approximately 20-25 hrs/wk) position that is responsible for providing critical administrative support for all annual MOVE|NYC| Foundation Inc. programs, working as part of a coordinated team consisting of the Founders & Artistic Directors, Managing Director, and seasonal Peer Mentors and Artistic Interns. The Program Coordinator's primary responsibility is to oversee all administrative aspects of our core program, the Young Professionals Program, and our two ancillary seasonal programs: Open Access Intensive and S.W.E.A.T. Workshop. Other responsibilities include communications with parents, faculty, and students; coordination of seasonal Peer Mentors and Artistic Interns and their respective tasks, and other streamlined program administrative tasks. The Program Coordinator will be joining a small and highly collaborative, fast-paced team that strives for excellence.

For detailed information about position responsibilities, schedule, compensation, and qualifications, please click this link: <https://www.movenyc.nyc/opportunities>.

APPLICATION INSTRUCTIONS

Application Launch Date: Monday, October 19, 2020

Application Due Date: Sunday, November 15, 2020

Anticipated Position Start Date: Monday, January 11, 2021

Interested candidates should apply by sending an email to

Managing Director Niya Nicholson at niya.movenyc@gmail.com with your Last Name, First Name: Program Coordinator in the subject line.

Please submit a resume and substantial cover letter that includes your personal statement and details your interest in the position, supporting experience, and two professional references in a single PDF. Successful applicants will be contacted for two rounds of virtual interviews. No phone calls or solicitations please.

The position primarily requires remote administration, however, please note that the majority of annual program activities will take place in-person in New York City (COVID-19 permitting). We encourage residents of New York City to apply.

MOVE|NYC| Foundation Inc. is an Equal Opportunity Employer.

All qualified applicants will receive consideration for employment without regard to race, religion, sex, sexual orientation, gender identity, national origin, disability, military status, or any other characteristic protected by law.

We strongly encourage individuals that identify as BIPOC to apply.

Thank you for your interest in working at MOVE|NYC|!!

About MOVE|NYC|

Founded in 2015, MOVE|NYC| is a leading-edge arts and social justice organization whose mission is to cultivate greater diversity and equity within the dance profession and beyond. MOVE|NYC|'s core program is the tuition-free, year-round, and New York City based Young Professionals Program that is dedicated to nurturing young people's creativity and potential, removing any economic or financial barriers that may exist to accessing the caliber of training and mentorship needed for the profession. Please learn more about our mission, program offerings, and other activities by visiting this link: <https://www.movenyc.nyc/purpose>.

MOVE|NYC| Foundation Inc.

New York, NY

<https://www.movenyc.nyc/purpose>

For more information:

Niya Nicholson

niya.movenyc@gmail.com

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