

Friday, December 4, 2020

Community Arts Partnerships (CAP) Administrative Assistant (Part-Time)

Company: Ballet Hispanico
Location: New York, NY

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Position Description

The part-time CAP Administrative Assistant position provides critical support to educational programs within the Community Arts Partnership department at Ballet Hispanico. The position focuses on the coordination and implementation of school residencies, dance workshops, and community performances. The candidate will track communication with partners, collect feedback from schools and discuss assessment with CAP team. The ideal candidate values the impact of arts in education, community building and resonates with Ballet Hispanico's ethos of equity and social justice. This position will report to the Community Engagement Director and work closely with our school partners, teaching artists, and other BH administrative staff.

About Ballet Hispanico

Acclaimed as one of America's Cultural Treasures (Ford Foundation), Ballet Hispanico brings communities together to celebrate and explore Latino cultures through innovative dance performances, transformative dance training, and enduring community engagement experiences.

Founded in 1970 by National Medal of Arts recipient, Tina Ramirez, the organization emerged during the post-Civil Rights Movement on NYC's Upper West Side, providing a safe haven for primarily Black and Brown Latinx youth seeking artistic sanctuary during the plight of 1970s New York City. With the need for place, both culturally and artistically, families found their way to Ballet Hispanico. With a focus on dance in order to develop artists who work, the training, authenticity of voice, and power of representation, fueled the organization's roots and trajectory.

With a focus on dance, achievement, and public presence, the organization flourished through the three roots of its mission: its Company, School of Dance, and Community Arts Partnerships. Over the past five decades, by leading with Latinx culture at the forefront of performance, education, and advocacy, BH's mission is a catalyst of change and possibility for communities throughout our nation. As an organization progressing with the needs of its community, BH serves as a platform for historically omitted and overlooked artists providing capacity, voice, and affirmation.

Essential Skills & Qualities

- Detail-oriented in all aspects of their work
- Clear and eloquent in communication
- Proficient in MS Office (particularly with Excel)
- Data analysis and Data tracking.
- Familiarity with Zoom and Google Classroom interfaces a plus.
- Experience as a teaching artist and is a plus but not a requirement.

Position Responsibilities

- Establish constant communication with school liaisons for the coordination and implementation of educational programs.
- Coordinate Teaching Artist's schedules in tandem with schools and partners' schedules
- Activate of BH's Teaching Artists on the Department of Education - PETS system
- Prepare Teaching Artist's Letters of agreement
- Maintenance of CAP programs digital calendar
- Provide support with students' recruitment
- Distribute virtual links for classes to schools when necessary
- Provide ongoing oversight of all CAP virtual classes
- Collect photo/video releases and class rosters
- Support on logistics for culminating event
- Collect students' videos and processes for culminating event
- Distribute and collect surveys
- Update CAP database including demographics from each program
- Send reminders about payroll deadlines to TAs
- Track invoices and prepare check request forms
- Attend to new inquiries and schedule meetings in tandem with CAP Director to continue the conversation.

Required Materials

- Cover Letter describing your interest in this position and Ballet Hispanico's work
- Resume
- Minimum of 2 references

To Apply

Send all listed required materials via e-mail to nmesa@ballethispanico.org with the subject heading of "CAP Admin Assistant - Applicant's Name." E-mail submissions only. No phone calls. Upon receipt of your application, you will be notified regarding any next steps.

Ballet Hispánico
167 West 89th Street
New York, NY, 10024
<https://www.ballethispanico.org>

For more information:
Natalia Mesa
nmesa@ballethispanico.org

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