

Wednesday, May 18, 2022

Adult Program Coordinator

Company: Mark Morris Dance Group
Location: Brooklyn, NY
Compensation: Annual Salary: \$41,600

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Reports to: Adult Programs Director

SUMMARY DESCRIPTION:

The Mark Morris Dance Group seeks an Adult Programs Coordinator to be a part of a 6-person Education and Community Engagement Department with a primary focus on the Adult programs and related Dance Center activity, including the coordination of the Subsidized Rehearsal Space Program (SRSP). Reporting to the Adult Programs Director, the Adult Programs Coordinator will be the lead on daily program execution, customer service, SRSP reconciliation, and provide necessary feedback at a pivotal moment as we reimagine how we operate, further embody our core values, and welcome back our community.

The Education and Community Engagement Programs reflect the spirit of the Mark Morris Dance Group in its celebration of dance and music. We believe that dance is for anybody and aim to provide excellent dance and music experiences for all ages, levels of experience, with and without disabilities. We offer a diverse range of classes, both in-person and online, and strive to be a center of artistic exploration for children and families, community members and professional dancers.

The successful candidate joins a community of kind and dedicated arts and administrative professionals who are propelled by Mark Morris's commitment to artistic excellence, access to the arts, and the impact that the arts have in connecting and engaging communities. MMDG is committed to ongoing and sustained equity and inclusion work. All staff are expected to be actively engaged and dedicated to upholding our core values: celebrating our diverse community, pursuing excellence in all that we do, advancing access, exposure, and opportunity to dance and music, and cultivating creativity. Staff members also have opportunities to shape the culture of the organization through our Work, Life and Culture Committee working groups at a time when we are revamping our IDEA (Inclusion, Diversity, Equity, and Access) action plan, initiating an ESG (Environmental, Social, Governance) strategic plan, and more.

RESPONSIBILITIES, include but not limited to:

Overall Program Support

Assist Program Director in developing and implementing Adult Program policies and procedures; participate in the on-going evaluative process of Adult programs; provide feedback and recommendations regarding alignment with MMDG's core values
Work closely with Program Director and Operations team to ensure successful onsite Adult programming.
Assist with the Shared Space program planning and day of event production.

Adult Classes & Workshops

Maintain Adult Program calendar and ensure accurate and timely updates for public viewing and internal reporting.
Ensure accurate sign-in and attendance recording in alignment with payroll schedule.
Provide ongoing attendance/sales reports to Program Director
Administer online adult classes
Serve as lead liaison for adult students.
Manage adult student accounts and activity.
Maintain a standard of excellent customer service to all Dance Center community members, communicating information on all programs, classes, and services to visitors.
Coordinate photo and video documentation with Marketing as needed.

Subsidized Rehearsal Space Program (SRSP)

Serve as the primary contact for the SRSP community; allocate up to 2,000+ hours of grant subsidized rehearsal space per year to qualifying dance artists/companies; manage communications with participants.
Develop SRSP policies and procedures in tandem with Program Director

Dance Center Operations Support

Ensure front desk team has all necessary and up to date program information to successfully execute program operations and provide excellent customer service.
Work closely with the Operations team to manage daily operational tasks in support of onsite programming; provide feedback on Dance Center operational policies and procedures; step in to provide hands-on support as needed
Address on-site programming and customer service issues in real-time; troubleshoot registration issues, facilitate any conflict resolution between faculty, students and staff
Serve as a Dance Center Fire Guard and assist in the event of an emergency at the Dance Center
Assist with additional responsibilities as needed.

REQUIRED TRAINING:

First Aid Certification + refresher courses offered annually
CPR/AED Certification + refresher courses offered annually
FDNY Certificate of Fitness F03 (Place of assembly emergency personnel) + recertification (required every 3 years)
MMDG COVID-19 Safety Plan and Dance Center Health and Safety policies
Bystander / De-escalation
Additional training as required in accordance with MMDG's Reopening Plan and NYS Guidelines

YOU WILL BE SUCCESSFUL IN THIS ROLE IF YOU:

Have an excellent eye for detail- you are someone who tackles the big projects by conquering the small details with efficiency.

Are a people person -you love interacting with students and take joy in creating community around a shared appreciation for dance and music.
Are an active listener- you understand the importance of creative problem solving so that the needs and aspirations of our diverse community are met. You can act with diplomacy and patience under pressure.
Are incredibly organized- you can manage multiple timelines and shift project priorities to ensure deadlines are met with accuracy.
Are an excellent communicator- you know how to communicate information succinctly and clearly in written and verbal form both internally and externally.
Are a team player- you work well as a member of a group. You take ownership for the responsibilities you hold while also collaborating with your coworkers and providing support when needed.
Love our work and align with our core values – You're inspired by the ways in which we celebrate our diverse community, pursue excellence in all that we do, advance access, exposure and opportunity to dance and music, and cultivate creativity.

SCHEDULE: 40 hours per week, Monday-Friday 11am-7pm; A willingness to flex one's schedule depending on the staffing needs at the Dance Center is required

QUALIFICATIONS:

An understanding of and interest in the New York dance field and cultural sector.
Minimum of one year of customer service and administrative experience
Proficiency with MS Office and experience with web-based software required
Experience working with electronic scheduling and registration software; knowledge of MINDBODY and Active Network software a plus
Extremely reliable and dedicated
Compliance with MMDG COVID-19 Safety Plan and Vaccination Policy

COMPENSATION AND BENEFITS:

Annual Salary: \$41,600
Paid vacation, sick/personal leave, holidays and bonus days
Comprehensive benefits package includes: Employee Health and Life insurance covered 100%, Flexible Spending Plan, Voluntary vision and dental coverage, Pre-tax commuter benefit, 403(b) retirement plan, and 100% paid family leave
Access to free and discounted classes at the Dance Center and online
Access to special events and MMDG performances (when available)
Invitations to cultural events extended to staff members by community partners.

[APPLY HERE!](#)

Mark Morris Dance Group
3 Lafayette Ave
Brooklyn, NY, 11217

<https://markmorrisdancegroup.org/the-dance-group/careers/>

For more information:
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