

Thursday, May 26, 2022

Program Manager

Company: 92NY
Location: New York, NY

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POSITION SUMMARY

92Y is looking for a Program Manager to join its Harkness Dance Center's Dance Education Laboratory (DEL), a team dedicated to delivering exceptional professional learning and instruction to a diverse community of educators and artists interested in developing as dance educators across New York City and beyond.

DEL inspires dance educators to engage in creative, transformational, and ongoing professional learning centered in the artistry of teaching and focused on humanistic principles of equity and justice. DEL provides an inclusive, nurturing, and dynamic laboratory where dancers and educators from diverse communities gather to experience embodied exploration and discovery, collaborative dance making, culturally responsive practices, and collective self-reflection.

DEL offers a variety of dance education courses: weekend and evening workshops, intensives, asynchronous courses, and a year-long certificate program through our new DEL Institute.

The Program Manager would work with DEL's collaborations with 92Y's School of Dance, Harkness Dance Center's Artists in Residence, Nursery School, Parenting Center, and Center for Arts Learning and Leadership, streamlining the relationships and projects that intersect between the program departments.

We're seeking candidates who are passionate about dance and dance education and want to help foster the next generation of leaders in our field. If this sounds like you, apply below to take the first step in joining 92Y's incredible DEL team!

DEL...art at the heart of teaching™

MAJOR ACCOUNTABILITIES

In coordination with DEL's Director and Director DEL Institute, support the administrative duties for successful program implementation for DEL workshops, course intensives, asynchronous courses, and our DEL Institute

Creating event bulletins
Set-up requests
Tessitura to track registration
Creating rosters

In coordination with Director of Administration and Director of the Dance Education Laboratory, streamline DEL invoicing and expenses, track, organize and support monthly DEL AMEX report, track DEL supplies and order additional supplies as needed

Create and oversee timesheets for facilitators
Track and follow-up with invoicing
Collaborate with Director of Administration to ensure payroll accuracy

In coordination with the DEL team, support with the implementation and web-based content design of our Learning Management System, LearnDash

In coordination with the DEL team, support with the implementation of our New York City Department of Education's contractual programs and projects, PreK Create and the Tracing Footsteps curriculum

Work collaboratively with DEL 92Y Director and 92Y marketing team to brand and promote DEL programming nationally and globally, including content for social media postings, blogs, and listerves

Support students interested in obtaining college credit with registration and grades in collaboration with our liaison at SUNY Empire State College

Coordinate on- and off-site events related to DEL's programs, including the Summer Intensive
Assist in the development of new program evaluation tools to use in assessing program impact and facilitator and student feedback
Cultivate and maintain relationships with peer cultural arts organizations
May be assigned additional related duties as required

EDUCATIONAL REQUIREMENTS

Required minimum:

Bachelor's Degree in Dance, Dance Education and three years of experience working in an arts administration and/or educational setting
Masters of Arts degree in Dance Education preferred
DEL-trained preferred

EXPERIENCE, SKILLS AND QUALIFICATIONS

Passionate about dance and dance education, and creating warm, nurturing, and inclusive learning environments
Experience in DEL-based curriculum design and pedagogical frameworks that support inquiry-based learning and foster conceptual thinking skills
Understanding of and familiarity with NYC Department of Education and its internal systems
Excellent written and verbal communication skills, including the ability to communicate with diplomacy and clarity
Strong interpersonal skills, with a demonstrated ability to build and manage relationships with program stakeholders
Strong time management and prioritization skills

Strong problem-solving and decision-making skills
Highly organized with attention to detail and strong record-keeping ability

Skill in using a variety of software applications, including Google Drive, Google Classroom, Microsoft Suite, LearnDash, and Zoom. Experience utilizing Tessitura is desirable.

WORK HOURS AND ENVIRONMENT

40 hours per week, Monday to Friday, with a 1-hour unpaid lunch break.

Flexibility is required to attend various programs and events, including occasional evenings and weekends.

This position is approved to utilize a hybrid working model which is subject to change in the future.

CONDITIONS OF EMPLOYMENT

Those offered a position must provide proof of a completed COVID-19 vaccination as a condition of employment.

Any candidate unable to be vaccinated due to a sincerely held religious belief or a medical condition will be engaged to determine if a reasonable accommodation can be provided.

APPLICATION INSTRUCTIONS:

Interested applicants should forward a resume and a cover letter with salary requirements.

Due to a high volume of applications that we receive, we are only able to contact those applicants whose experience most aligns with the position profile.

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