

Friday, June 10, 2022

Chief of Staff

Company: Calpulli Mexican Dance Company

Location: Queens, NY

Compensation: part-time salary commensurate with experience

► [Share](#) | [Print](#) | [Download](#)



Job Title: Chief of Staff

Job Purpose: To lead administrative, contracting, and communications efforts for Calpulli Mexican Dance Company in line with its mission and support the Directors of the Company as needed

Reports to: Executive Director (primary); Artistic Director (secondary)

ORGANIZATIONAL OVERVIEW AND MISSION The Calpulli Mexican Dance Company (hereafter Calpulli or organization) is a premiere arts organization based in New York City that tours domestically and internationally with a message of honoring and celebrating Mexican people and our stories. Calpulli was founded in 2003 with the mission of celebrating the Mexican community through dance including live music. To this end, the organization produces performances via its international touring company, designs arts-in-education experiences for all ages, and leads community outreach activities in the northeastern USA.

POSITION SUMMARY The Chief of Staff position is a pivotal and trusted leadership role as the right-hand person to the Executive Director that enables Calpulli to effectively obtain and manage bookings and contracts, facilitate information across the organization and externally, and manage the data from these activities. The part-time role works closely with the leadership team of the organization (Executive and Artistic Directors) as well as other staff members including the Compliance Officer, Bookkeeper, and is in communication with performers, board members, other staff, and external stakeholders. The individual taking the role will be expected to have a consistent daily schedule of availability to respond to inquiries and work with other Calpulli staff. The Chief of Staff is based in the New York metropolitan area and delivers day-to-day operational management across all projects for the organization from a remote setting. They may be required to attend events, performances, and meetings in person as needed. It is critical that the Chief of Staff maintain knowledge of significant developments and trends in the field of dance and non-profit management. The ideal candidate will need to be strategic, collaborative, meticulously organized, proactive, communicate clearly, have a sense of humor, and have a passion for Calpulli's mission.

For additional details regarding duties, values & responsibilities, please go to <https://calpullidance.org/jobs-%26-opportunities>

TO APPLY Interested individuals please email your cover letter, resume, and/ or curriculum vitae to Executive Director, Juan Castaño at info@calpullidance.org with the subject line "Chief of Staff." Individuals proceeding to the interview process will be requested to provide references.

Calpulli Mexican Dance Company
2512 77th St.
Queens, NY, 11370
718-507-2617
www.calpullidance.org

For more information:
Juan Castano
info@calpullidance.org
718-507-2617

[< back](#)

[previous listing](#) • [next listing](#)