

Friday, June 10, 2022

## Educational Projects Coordinator

Company: Calpulli Mexican Dance Company

Location: Queens, NY

Compensation: part-time salary will commensurate with experience.

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Job Title: Educational Projects Coordinator

Job Purpose: To facilitate administrative, contracting, and communications efforts within the scope of arts-in-education projects for Calpulli Mexican Dance Company in line with its mission

Reports to: Artistic Director (primary); Executive 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. Calpulli offers an array of programming to educators allowing access to the company's expertise in Mexican traditional dance, music, garment-making, and culture. Projects include in-person and virtual lecturedemonstrations, workshops, and residencies. Calpulli's arts-in-education projects add value to educational experiences by complementing curriculum with arts-based interactive, engaging content.

**POSITION SUMMARY** The Educational Programs Coordinator role is pivotal to the planning and execution of all arts-in-education projects designed and delivered by Calpulli. The part-time role will manage day-to-day operations including scheduling, communications, and coordination of Calpulli's Teaching Artists with a focus on facilitating communications with external stakeholders. The Educational Projects Coordinator reports to the Artistic Director and works closely with Teaching Artists, Executive Director, and program hosts. The role 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. 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. It is important that the Educational Projects Coordinator maintain knowledge of significant developments and trends in the field of dance, arts-in-education, and non-profit management. The ideal candidate will need to be collaborative, meticulously organized, proactive, communicate clearly, have a sense of humor, and have a passion for Calpulli's mission.

For a detailed list of duties, values, and responsibilities 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](mailto:info@calpullidance.org) with the subject line "Educational Projects Coordinator." Individuals proceeding to the interview process will be requested to provide references.

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