

Tuesday, January 3, 2023

Cora Dance Seeks Event Manager for 11th Annual Red Hook Community Prom

Company: Cora Dance
Location: Brooklyn, NY
Compensation: \$3,000 stipend

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Cora Dance seeks a highly organized, communicative, resourceful, and self-directed individual to serve as the Events Manager for the 2023 11th Annual Red Hook Community Prom taking place Saturday, June 10, 2023 in Red Hook, Brooklyn. The Events Manager will oversee the logistics of Cora Dance's largest institutional fundraiser (in consultation with the Executive Director, Operations Manager, Production & Company Manager, and other support staff). This position will begin on April 1, 2023, and conclude on June 11, 2023, respectively. This position requires both remote and in-person work.

Responsibilities include, but are not limited to:

- Serve as the primary contact between all off-site vendors and the organization in consultation with the Executive Director.
- Secure volunteers and create/manage all timelines and job assignments.
- Oversee inventory and ordering for the event while working within a pre-established budget.
- Secure and/or manage/oversee all transport, set-up, and clean-up of necessary supplies, decor, rentals, donations, food/beverage, etc.
- Coordinate and ensure the successful execution of all pre-event, event, and post-event timelines.
- Serve as the primary point of contact during the event, ensuring that all staff, volunteers, and guest needs are attended to.
- Work with Cora Dance's Operations Manager to secure any necessary permits, licenses, and the like.
- Regularly coordinate with other Cora Dance staff in regard to their involvement in the planning and execution of the event. (ED, PCM, and OM are responsible for box office, ticket sales, and production/tech needs and can provide assistance with event staffing and volunteer needs.)

Qualifications:

Required:

- Experience in managing events from planning to execution while keeping to strict timelines.
- Ability to work within a pre-established, strict budget.
- Highly organized, detail-oriented, flexible, and dedicated to bringing both professional and community-based events to life with a high level of professionalism.
- Occasional lifting of objects up to 40 lbs and traveling up and down a set of stairs.

Preferred:

- Marketing experience a major plus.
- Experience working with a small grassroots organization.
- Experience in non-profit fundraising events.
- A valid driver's license.

Compensation:

The Events Manager will receive a \$3,000 stipend. Work hours will be flexible, but candidates must be available to work on-site Saturday, May 13 (late evening/early afternoon); Friday, June 9 (evening); Saturday, June 10 (full day); and Sunday, June 11 (morning/afternoon) and at least 2 other dates chosen by the Events Manager to manage on-site inventory. Dates may be subject to change with notice.

Interested applicants should send a resume and brief cover letter detailing their interest and relevant experience to jobs@coradance.org. The position will remain open until January 23, 2023. No phone calls, please.

About the Red Hook Community Prom:

Think back... Wasn't your high school prom the most magical night of your teenage life? OR... was it a crying-in-the-bathroom nightmare where that dress you thought was, like, so totally awesome had three others wearing it... with better shoes. Whether you want to relive the magic, need a drama-free re-do, or it's your first time around, The Red Hook Community Prom is the place to make it happen (and for a good cause!). With punch spiked by dry dock of Red Hook, a Fobo Photo Booth to capture your prom glamour, and a DJ spinning hits from the 70s, 80s, and 90s in an ACTUAL high school gym, The Red Hook Community prom is the only party that'll truly rock you like it's 1999!

Cora Dance provides top-tier dance education to hundreds of kids annually from its non-profit arts center in Red Hook, Brooklyn. All classes are pay-what-you-can or free to ensure every student, regardless of financial circumstances, has access to great art. Prom supports Cora's Tuition Assistance Fund. Over 90% of Cora students attend for FREE or reduced tuition. Ensure that Cora remains a place where no child is turned away from their dream to dance!

This posting is intended to describe essential job functions and requirements and is not an exhaustive list of all duties and responsibilities. Cora Dance is an equal employment opportunity employer dedicated to maintaining an inclusive and equitable work environment and does not discriminate against any employee or applicant for employment on the basis of race, color, religion, sex, pregnancy, national origin, age, disability, veteran status, marital status, sexual orientation, gender identity, or any other legally protected class. Cora Dance is committed to creating a dynamic work environment that values community, teamwork, creativity, understanding, and appreciation. People of color, women, LGBTQ individuals and people with disabilities are strongly encouraged to apply.

For more information about Cora Dance, please visit www.coradance.org.

Cora Dance
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www.coradance.org

For more information:
Casey Fodge
jobs@coradance.org

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