

Tuesday, July 11, 2023

Education & Outreach Manager at Cora Dance

Company: Cora Dance
Location: Brooklyn, NY
Compensation: 31000-34000

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



N/A

PART-TIME EDUCATION & OUTREACH MANAGER

Cora Dance Brooklyn seeks a part-time Education & Outreach Manager to manage Cora Brooklyn's on-site and satellite programming and all related community outreach.

Led by acclaimed choreographer and arts educator Shannon Hummel, Cora Dance creates transformative dance experiences, bonding people deeply with the artform, one another, and their individual potential to find common ground and authentically connect. Addressing the inequities that limit access to dance, Cora Dance provides free and pay-what-you-can professional performances and dance education through its Red Hook, Brooklyn-based studio, Cora Dance Brooklyn, and newly formed rural hub in Clifton Forge, VA, Cora Dance Alleghany. No one is ever turned away from Cora programs or performances based on their ability to pay.

The General Manager serves as the primary financial and operations point of contact for the organization, reporting to and working closely with the Executive Director, and carrying out the following duties and responsibilities:

Attendance at significant meetings, activities, and events is expected and may occur during some weekend and evening hours. These include, but are not limited to, All-Cora Day, Student Concerts, Open Class Showings, Youth Company Concerts, Professional Company Performances, Staff Retreats, and all major fundraisers in support of Cora's programs.

The primary functions of the Education and Outreach Manager position are:

- * Cohesively coordinate all on-site and satellite programming and logistics as it aligns with Cora's mission;
- * Manage all aspects of Cora's weekly pay-what-you-can in-studio classes, including student enrollment, family communication, attendance tracking, demographic tracking, and data entry for all family/student contacts, creating schedules for classes or rehearsals;
- * Manage all aspects of local off-site community enrichment programs in 1-3 Red Hook schools and community centers, including faculty and program partner communication, program implementation, student tracking, and contract/MOU creation and compliance;
- * Conduct site visits for all satellite programs
- * Coordinate logistics, scheduling, communication, and planning for on-site and satellite education-related events, including but not limited to auditions, field trips, workshops, parent/guardian info sessions, concerts, informal showings, community showcase events, fundraising events, and the like
- * Manage and provide guidance to faculty and education staff to ensure desired educational goals and outcomes are met
- * Coordinate formal and informal faculty and support staff observations and assessments and provide constructive feedback
- * Facilitate faculty meetings to discuss student progress, areas of concern, and upcoming events/performances
- * Provide group and individualized support and guidance to students and families in understanding program requirements, addressing concerns, becoming more familiar with the norms and culture of dance, and the like
- * Manage the Organizational Support and Facilities and Aftercare Associate to ensure the safe and successful carry-out of Cora's walkover program, aftercare services, and facility maintenance
- * Assist faculty in securing substitutes as needed, and, in case of last-minute emergencies, stand in as a substitute if one cannot be secured
- * Serve as the co-administrator and face of Cora for on-the-ground engagement in the Red Hook community:

- * Ensure effective delivery of on-site and satellite program curriculum, achievement of education program outcomes, and positive, personalized engagement with families, students, artists, and the broader community in conversation and collaboration with other administrative and artistic leadership
 - * Support assessing the quality and authenticity of the community's ability to engage with Cora's programs
 - * Develop and execute on community outreach strategies including establishing and assessing the quality and authenticity of the community's ability to engage with Cora's programs
 - * Manage the logistics of Cora's two annual "Walkabout" and other flyering needs to promote In-Studio Training Program enrollment, securing volunteers for flyering, tabling, and attendance at local events
 - * Attend local community events and/or outreach opportunities as the lead representative of Cora's Education and local community-based programs
 - * Handle all on-site and satellite programmatic communication, both internal and external
 - * Create written content describing education-related activities, programs, and events for print and online marketing, including a monthly education newsletter, backpack mail, and regular announcements about showings and other deadlines
 - * Manage on-site and satellite related performances, showings, auditions, information nights, and public outreach events
- 8 Serve as an ambassador for the mission and programs of Cora

QUALIFICATIONS

We are seeking a candidate who holds many of the following qualifications:

- * 3+ years in education/dance education/arts administration;
- * Proficiency in Google Suite and experience with a CRM (Salesforce, Raiser's Edge, Airtable, Asana, etc.)
- * Strong analytical, problem-solving, and management skills;
- * Excellent verbal and written communications skills;
- * Ability to prioritize workflow, delegate appropriately, meet deadlines consistently, and be highly accurate and detail-oriented;
- * Ability to work with a diverse team of artists, directors, and staff at all organizational levels;
- * Eagerness to work in a grassroots, hands-on organization that engages with artists, youth, and families in a dynamic, socio-economically and culturally diverse community.

SCHEDULE & COMPENSATION

This position is part-time salaried, non-exempt, 26 hrs/wk. The Education & Outreach Manager's weekly schedule will take place Monday-Thursday at hours aligning with on-site and satellite programming and outreach opportunities. This is an on-site position with the possibility for a few hours to be done remotely. Occasional evening or weekend hours are required as related to the role.

\$31,000-\$34,000 annually, equivalent to \$23-\$25/hour at 26 hours per week. Part-time, salaried employees are eligible for the following employment benefits:

- * 2 weeks of paid vacation and paid time off for all federal holidays
- * Generous sick/personal day policy
- * Access to free and subsidized studio rentals

FOR IMMEDIATE HIRE. Applications will be accepted until the position is filled. Please email a resume and brief cover letter detailing your interest and relevant experience to jobs@coradance.org with Education & Outreach Manager in the subject line.

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, visit www.coradance.org.

Cora Dance
358 Van Brunt Street
Brooklyn, NY, 11231
718-858-2520
<http://coradance.org/>

For more information:
Nasrene Haj
nhaj@coradance.org
718-858-2520

[< back](#)

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