

Monday, February 26, 2024

Dance/NYC seeks Research and Advocacy Manager

Company: Dance/NYC
Location: New York, NY
Compensation: \$63,000

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Dance/NYC seeks a full-time Research and Advocacy Manager to work with Co-Executive Director Candace Thompson-Zachery to manage Dance/NYC's research and advocacy priorities. This includes supporting the administration of research- and advocacy-related activities including leadership training, networking and convening, technology and visibility, and regranteeing.

Status: Full-time, At-will, exempt position

Commence Date: April 2024, as mutually possible

Reports to: Co-Executive Director Candace Thompson-Zachery

Supervises: Interns and Volunteers and Programs Assistant

Coordinates with: Dance/NYC Co-Executive Directors, Senior Producing Coordinator and Communications Manager, and other staff as needed

Compensation: Package includes a salary of \$63,000* and competitive benefits

**Dance/NYC offers the highest available salary our budget can afford as an alternative to salary negotiation, which can introduce bias and reflect an individual's positional power or negotiation skills rather than their job qualifications.*

The application deadline is Monday, March 25, 2024.

For more information and to apply:

<https://docs.google.com/document/d/1wgeqgVS3w54fUB7FMq6NkdweGSvqqPI/edit#heading=h.mn7thbwfrm1h>

Role-Specific Skills

- Have relevant research and advocacy experience and a demonstrated capacity for community organizing.
- Comfortable with Microsoft Office Suite, Google Apps, Zoom, Slack, Project Management Databases like Notion, and other emerging technologies
- Project Management experience
- Comfortable with facilitating and presenting in public settings
- Experience with managing and organizing data
- Understanding of legislative advocacy
- Adaptability to change course and be responsive to a volatile arts culture and political landscape

Additional Skills

- Fluency in a foreign language is desired, but not required.

Essential Functions, Duties, and Responsibilities

Research (40%)

Reporting to the Director of Programming and Justice Initiatives, overseeing all of Dance/NYC's research priorities. Primary activities involve liaising with independent contractors and interns.

Current Research Deliverables:

- Support the promotion and tool development of the Fifth State of NYC Dance Research Report
- Support the development of Wage Standards Research
- Support the DWR Hub and Resource Library

General Research Dept Administration:

- Develop and maintain detailed research project timelines and project management systems;
- Refine research agenda, methodologies, overviews, and one-sheets;
- Manage and support research-related convenings, including but not limited to town halls, task force/advisory group committee meetings, and research convening(s)
- Gather stakeholder feedback as needed;
- Create strategies for the dissemination and implementation of research.

Ongoing Research Data Management + Documentation:

- Update the Research web pages on Dance.NYC;
- Document Dance/NYC's ongoing use of anonymous anecdotal evidence from survey quotes;
- Manage research, vet, and review Dance.NYC resource page content, DWR Hub Resource Library, and other digital hubs, and conduct regular audits of resources, removing or updating as needed.
- Create accessible charts, infographics and other communication tools;

Research Study Development & Publication:

- Oversee independent contractors for research projects including research consultants, graphic designers, community organizers and canvassers;
- Support development of organization-wide survey tools (like demographic data collection tools), and data protection policies;
- Provide administrative support and project management for all aspects of report production including outline and structure development, copyediting, graphic design, publication and promotion;
- Organize and prepare primary and supporting data and support the interpretation of findings;

- Manage content contributions for research reports as needed;
- Support the analysis process led by research consultants that includes identifying top trends, building recommendations, building narrative arcs and corresponding materials;
- Coordinate with the communications team to oversee communication partnerships, do segmented communications for surveys to target communities, and produce press, marketing and campaign materials to spur recruitment; and
- Manage task force/advisory groups for community feedback and input on research methodology and findings.

Advocacy and Community Organizing (40%)

- Track city, state, and federal policy initiatives, budgets, and emerging policy ideas that relate to the dance field and/or economic justice for the dance workforce
- Draft (and present as needed) testimony and/or appeal letters for relevant City Council hearings, State Legislation, and Federal Legislation, and/or advocacy efforts as they arise;
- Coordinate with national and local advocacy partners, such as Nonprofit New York, New Yorkers for Culture & Arts, Stonewall 50 Consortium, Dance/USA, and other coalitions and actively engaged grassroots dance movements, on advocacy efforts;
- Coordinate with Communications team for the dissemination of Advocacy Alerts, Dance Worker Digests, and other Advocacy communications across Dance/NYC's networks, including distribution of segmented communications to internal lists;
- Advise and assist Dance/NYC Leadership Team, Dance/NYC's initiatives on disability, immigration, and racial justice matters,
- Manage the Field-Wide Calls held on Zoom,
- Continue to update Advocacy Resource pages on the Dance.NYC website and other digital hubs;
- Connect relevant research in the field to organizational advocacy efforts

General Administration (15%)

- Provide relevant data for grant proposals and reports to initiative funders;
- Manage Dance/NYC's ongoing use of demographic data questions;
- Work in partnership with other organizational departments, as relevant, on programmatic offerings and/or in the development of organizational collateral spotlighting Dance/NYC's impact in the sector and research and advocacy work and/or beneficiaries;
- Develop and manage record-keeping protocols and materials for the preservation of institutional knowledge and learning in the area of research and advocacy that include management of Google Drive Research and Advocacy folders, Advocacy Trackers, Project Management systems including Notion or other identified systems, Neon CRM database.
- Track and identify research- and or advocacy-related opportunities and/or grants that expand Dance/NYC's capabilities in these areas; and
- Work collaboratively with staff to execute on additional organizational priorities as they arise
- Manage departmental meetings and calendars
- Manage finances via established budget and tracking tool(s) for events and other activities
- Support organizational-wide events as needed that may fall on evenings and/or weekends

Justice, Equity and Inclusion (5%)

- Engage regularly in learning focused on Justice, Equity, and Inclusion (including but not limited to racism, xenophobia, ableism)
- Apply learning(s) on Justice, Equity, and Inclusion within the role and in the management of projects and/or staff/collaborators
- Uphold Dance/NYC's values and practices in every aspect of work implementation

For more information and to

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