

Thursday, May 8, 2025

National Dance Institute hiring for Manager of NDI Collaborative for Teaching & Learning

Company: National Dance Institute

Location: New York, NY

Compensation: \$67,000 – \$72,000 as commensurate with experience

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Organization: National Dance Institute

Location: Hybrid

Position Type: Full-Time

Salary Range: \$67,000 – \$72,000 as commensurate with experience

Starting Date: Early August

About NDI Collaborative for Teaching & Learning

The NDI Collaborative launched in 2019 in response to an increasing demand for training in our award-winning teaching pedagogy, the NDI Method. The NDI Method embodies our philosophy of joyful and rigorous learning for every child, teamwork and respect for others, and the power of performance. Through the NDI Collaborative, we offer professional development workshops for dance and music teachers, as well as customized trainings to meet the unique needs of arts organizations, dance companies, and schools. Over the past few years we have designed and implemented successful trainings for over 2,500 teachers nationally and internationally, reaching 41 states and 22 countries.

Responsibilities

Program & Training Coordination

- Provide administrative and logistical support for NDI Collaborative programming, including teaching artist trainings, customized workshops, and conference presentations.
- Coordinate with NDI's Artistic Leadership to support the professional development of our Artistic Staff (e.g., scheduling meetings and collecting RSVPs, documenting and directly supporting workshops and trainings, managing the staff performance review process).
- Support the Artistic Staff hiring process by coordinating applications and auditions.
- Serve as a liaison between NDI and the 12 Associates of NDI (ANDI organizations) around the country, coordinating quarterly virtual meetings and a biannual conference.
- Collaborate with the Director of the NDI Collaborative to implement key components of NDI's Strategic Plan.

Administrative & Operational Support

- Track and manage the NDI Collaborative's annual budget. In collaboration with the Finance Department, manage contract execution, payment tracking, and expense reimbursement.
- Maintain project timelines, calendars, schedules, and contact databases.
- Coordinate travel arrangements for all out-of-town customized trainings and conferences.
- Manage special projects and tasks as determined by the Director of the NDI Collaborative.

Communications & Networking

- Represent NDI and the NDI Collaborative in five (5) to six (6) arts education conferences a year.
- Design branded training materials, slideshows, according to NDI's brand guidelines and in collaboration with communications staff and consultants.
- Archive photos, videos, and training materials.
- Support Collaborative marketing efforts in partnership with NDI staff and consultants.

Reports to: Director of the NDI Collaborative for Teaching & Learning

Qualifications

- Excellent written and verbal communication skills
- Strong organizational skills, accuracy, and attention to detail
- Strong interpersonal skills
- Comfort with technology and willingness to learn emerging technologies
- Flexible schedule and ability to work evenings and weekends with advanced notice
- Commitment to anti-racist work and diversity, inclusion, equity & accessibility
- Proficiency with:
 - Google Workspace and MS Office Suite
 - Constant Contact or similar email marketing software
 - JotForm or similar form software
 - Adobe Creative Suite and Canva
 - Zoom
- Ability to
 - Manage finances and legal documents
 - Track and prioritize multiple tasks effectively
 - Delegate tasks & work in partnership with a team
- Experience
 - In dance, the arts, and/or education a plus
 - In production a plus
- Undergraduate degree required

Salary: \$67,000 – \$72,000 as commensurate with experience.

Company Benefits

Competitive salary with performance incentives.

Comprehensive health benefits, including medical, dental, and vision coverage.

Employer-matched 403(b) for future financial security.

PTO, including vacation, sick days, and personal leave.

Application Instructions

Please send the following to Emily Meisner, Director of the NDI Collaborative for Teaching & Learning at hire@nationaldance.org

- Cover letter
- Resume
- Salary expectations
- Three (3) professional references

Only qualified candidates will be considered and contacted. Please no phone calls.

NDI is an equal employment opportunity employer. Our policy is to select, place, train and promote the best-qualified individuals based upon relevant factors such as work quality, attitude, and experience. We do not discriminate on the basis of race, religion, creed, color, national origin, sex, age, disability, marital status, familial status, military status, domestic violence status, sexual orientation, predisposing genetic characteristics, or any other factor protected by applicable federal, state or local law.

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For more information:
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