Monday, September 22, 2025

Arnhold Dance Education Coordinator

Company: The New York Public Library
Location: New York, NY
Compensation: $64,000-69,000 per year

TO APPLY, PLEASE USE THIS LINK https://nypl.pinpointhq.com/postings/72be017f-6ead-492b-aef7-bf6c793e75a8

Overview
The Jerome Robbins Dance Division is the world's largest library and archive of dance material. The responsibility of the Arnhold Dance Education Coordinator is to share the treasures in our collection with students and educators across New York City and beyond. As the Dance Division's point of contact to the K-12 community, the Arnhold Dance Education Coordinator collaborates with teachers on visits to the Library, builds out curriculum around our exhibitions, hosts educator events and leads classes. The person in this role has a passion for dance education and will foster existing relationships and grow new ones.

We are looking for someone we can count on to:
Own:

-Partnerships with K-12 educators, particularly dance teachers across the New York City school system
-Age appropriate curricula and lesson plans to make our collections accessible and inspiring for younger audiences
-Class visits to the Library

Teach:

-Dance history and movement through our collections
-Professional development to educators

Learn:

-The handling requirements of special collections
-The protocols around using materials outside of the Library's reading rooms
-Permissions around use of collections

Improve:

-Educational offerings of the Dance Division
-Our reach to K-12 educators

Some expectations for this role are that within:
1 month, this person will:

-Make contact with key dance educators and administrators to maintain the Division's relationships with them

3 months, this person will:

-Begin work on their first lesson plans
-Lead their first classes at the Library
-Collaborate with the Theatre and Music Education Coordinators on building wide programming

6 months and beyond, this person will:

-Write a full curriculum for an exhibition
-Host a professional development event for dance educators
-Expand the Division's educational programs

Responsibilities:

-Point of contact to the K-12 community for the Dance Division
-Schedules all onsite and offsite dance educational visits
-Liaises with the theatre and music education coordinators on cross-divisional educational initiatives
-Collaborates with teachers on visits to the Library and often leads class visits
-Writes curriculum to complement exhibitions
-Hosts educator and professional development events
-Performs other assigned duties as necessary

Required Education & Certifications

-Bachelor's degree in a related field

Required Experience

-2+ years of dance teaching and/or professional performance experience

Required Skills

-Familiarity with Google suite
-Ability to tailor curriculum to different age groups

Managerial/Supervisory Responsibilities

-May have occasional supervision of volunteers

Core Values

All team members are expected and encouraged to embody the NYPL Core Values:

-Be Helpful to patrons and colleagues
-Be Resourceful in solving problems
-Be Curious in all aspects of your work
-Be Welcoming and Inclusive

Work Environment

-Office setting
-Research library setting

Physical Duties

-May occasionally have to lead a movement activity
-Lifting up to 49lbs may be required

Pre-Placement Physical Required?

-No

Union/Non Union

-Non-Union

FLSA Status

-Non-Exempt

Schedule

-35 hours per week
-Monday through Friday from 10am-6pm with occasional evenings and weekends required

This job description represents the types and levels of responsibilities that will be required of the position and shall not be construed as a declaration of all of the specific duties and responsibilities for the role. Job duties may change if Library priorities change. Employees may be directed to perform job-related tasks other than those specifically presented in this description as needed.

The New York Public Library Salary Statement
At the Library, we believe that pay transparency and pay equity are important to ensuring we source the best candidates and keep the best employees. When making a determination as to the appropriate salary for a candidate, we consider a variety of factors such, including, but not limited to, the position requirements, the skills, prior experience, and educational background required or preferred for the job, the scope and impact of the role within the organization, internal peer equity, and the candidate's specific training, experience, education level, and skills. No single factor is conclusive; the Library reserves the right to consider any and all relevant factors and make a decision consistent with its policies.

About The New York Public Library

The New York Public Library is a free provider of education and information for the people of New York and beyond. With 92 locations—including research and branch libraries—throughout the Bronx, Manhattan, and Staten Island, the Library offers free materials, computer access, classes, exhibitions, programming and more to everyone from toddlers to scholars, and has seen record numbers of attendance and circulation in recent years. The New York Public Library serves more than 18 million patrons who come through its doors annually and millions more around the globe who use its resources at www.nypl.org.

The New York Public Library
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