

Position Title: Program Coordinator
Department: Community Arts Partnerships (CAP)
Reports to: Community Engagement Director

Organization Profile

Ballet Hispánico (BH) is the largest Latinx/Latine/Hispanic cultural organization in the United States and one of America's Cultural Treasures. BH's three main programs -- the Company, School of Dance, and Community Arts Partnerships -- bring communities together to celebrate the multifaceted Hispanic diasporas. BH's Upper West Side, New York City headquarters provides the physical home and cultural heart for Latinx dance in the United States. It is a space that initiates new inclusive cultural conversations and explores the intersectionality of Latine cultures.

BH has a current annual operating budget of \$10M, 30 full-time employees (across the three program areas and functions) and 30 part-time employees (mostly Teaching Artists in the School of Dance and Community Arts Partnerships).

Position Overview:

The Program Coordinator position is a full-time exempt position within the Community Arts Partnerships (CAP) department at Ballet Hispánico. The position focuses on the implementation of dance residencies, workshops, and community performances in schools, Cultural Based Organizations (CBOs), and other organizations. The ideal candidate adapts easily to a fast-paced environment, has close attention to detail, is organized and clear in communications (written and verbal), values the impact of arts in education and community building, and has experience with contracts with the NYC Department of Education as an arts vendor. The position reports to the Community Engagement Director, and works closely with school partners, teaching artists, and other BH administrative staff.

About the Community Arts Partnership Department:

Community Arts Partnerships (CAP) brings the mission of Ballet Hispánico to the community as a leader of Latine/x/a/o education and human connection. The department offers dance classes, performances, and engagements that celebrate and highlight the culture of Latino America and its diaspora.

Key Responsibilities:

- Manage the implementation and administration of dance residencies (in-school and after-school), workshops, and assemblies.
- Manage scheduling and staffing for all CAP Educational Programs.
- Maintain CAP databases.
- Coordinate logistics and communications with schools.
- Maintain CAP digital calendar.
- Generate and manage invoices and work orders for CAP events and programs.



- Serve as the point person for CAP performances, including Latine Immersive Experiences, Performances for Young People, Culminating Events, and any other community performance.
- Coordinate logistics for Pa'lante performances in the community and at corporate events.
- Oversee the annual CAP internship program and collaborate with other departments for interns' assignments and mentorship.
- Maintain high standards of communication, intention, and service with all institutional stakeholders, including students, staff, teaching artists, presenters, partners, guests, audience members, maintenance crew, executive leadership, and more.
- Assist in organization wide engagement events as needed.

Qualifications and Skills:

- Bachelor's degree or equivalent work experience required, with at least 3-5 years of work experience in arts administration, arts education, or social work. Related field and/or proven experience managing programs strongly preferred.
- Experience working with and within New York City Public Schools and/or arts education/administration preferred.
- Excellent written and oral communication skills, including email, telephone, and in person communications.
- Creative problem solver; independent, organized, and able to manage multiple competing priorities and time-sensitive tasks.
- Ability to manage multiple projects effectively and simultaneously and to adapt quickly to changing priorities.
- Passion and enthusiasm for the performing arts broadly and Ballet Hispánico's mission in particular.
- Able to lift up to 20 pounds as needed.
- Able to work evenings and weekends as needed.
- Proficiency with Microsoft Office Suite (Word, Excel, PowerPoint, and Outlook) and Asana.

Work Environment:

This position is based at BH's historic headquarters on the Upper West Side of New York which houses the school, 10 studios, and administrative offices. This position is expected to work on-site Monday through Thursday, and may work from home on Fridays. Some on- and off-site events will require evening or weekend hours.

Compensation:

The salary range for this position is \$60,000-\$65,000. We offer a comprehensive benefits package, including health insurance, 403(b) retirement savings plan, and flexible paid time off.

For further information, or to apply with a Cover Letter and Resume, please email:

cap@ballethispanico.org