

## **DANCE THEATRE OF HARLEM**

### **JOB DESCRIPTION**

#### **Director, Community Engagement and Arts Education**

**Status: Exempt**

Established in 1969, Dance Theatre of Harlem is a leading dance institution of unparalleled global acclaim, encompassing a world-renowned Company, a professional studio School, and Community Programs, including Dancing Through Barriers® (DTB), a national arts and education program. Each component of Dance Theatre of Harlem carries a solid commitment towards enriching the lives of young people and adults around the world through the arts.

Reporting to the Artistic Director, the Director, Community Engagement and Arts Education develops, implements, and oversees all community engagement and arts education activities.

The Director of Community Engagement and Arts Education is responsible for overseeing a department charged with achieving the broadest possible public involvement and engagement with programs of Dance Theatre of Harlem (DTH).

#### **JOB RESPONSIBILITIES:**

- Oversees the development, facilitation, and implementation of educational programs for various sectors of the DTH community.
- Works closely with DTH staff and the community to advance DTH's commitment to providing access and opportunity to the artform of ballet.
- Advises leadership on strategies that foster and expand DTH's presence in Harlem and in communities across the country.
- Oversees and supervises the Community Engagement and Arts Education Department staff.
- Develops and builds relationships with key stakeholders in the field of arts education and community engagement.
- Collaborates with the Marketing and Communications Department on the creation of materials applicable to Community Engagement and Arts Education Department.

#### **Oversees the facilitation of educational programs for various sectors of the DTH Community**

##### *Programs for the Community*

- Oversee community programming both locally and nationally, ensuring programs are accessible and inclusive in collaboration with the Senior Director of Artistic Planning and the DTH School Director.
- Produce and manage Harlem-based Community Program activities including Sunday Matinees, Harlem Week, Open Houses, Founder's Week, Open Rehearsals, Open Classes, Harlem Homecoming, etc.
- Develop an annual calendar of community program events.

- Monitor the development and creation of a menu of enrichment programs to engage and deepen audience experience at theatres (curtain talks, Meet the Ballerina, Lecture Demonstrations, etc.), within communities (Dancing in Streets, Divine Nine/HBCU Engagement, Advance Tour Visits, etc.) and corporations (DTH History Talks, etc.) across the country in collaboration with the Senior Director of Artistic Planning, Senior Director of Philanthropy and Senior Director of Marketing and Communications.

### *Programs for Schools, Colleges, and Educators*

- Develop and administer DTB's New York State and City standards-based K-12 curriculum.
- Manage and assess all DTB activities, including residencies, school-time performances (reservations and sales), site visits, workshops, and lectures
- Develop study guides and other related contextual content for K-12 students, colleges, and other adult learners.
- Oversee and maximize the community impact of instructional programs that bring artists, student performers, and teaching artists into a variety of settings including schools, local community centers, and other venues.
- Gather and organize weekly reports for K-12 activities.
- Facilitate professional development/training for teaching artists and DTH Dance Company Artists.
- Develop and administer programming geared towards Higher Education, including in person and virtual panel discussions, lectures and convenings.

### **Oversees and supervises the Community Engagement and Arts Education Department**

- Attract, retain, and deploy talented teaching artists, instructors, and performers within the organization.
- In alignment with institutional goals, develop an annual plan and schedules of all community programs and educational activities.
- Evaluate programs to ensure quality and effectiveness and implement changes in program design and administration as appropriate.
- Generate and manage contracts, invoices, and collection of payments for all Community Program activities.
- Work closely with the Finance and Development departments with developing and monitoring the Community Programs budgets, including earned and contributed revenue, as well as program expenses.
- Work collaboratively with Human Resources to develop agreements for staff and independent contractors.
- Report at DTH staff meetings, as well as for DTH ad hoc or annual reports.
- Represent DTH at staff, organizational, donor, and external meetings/events, this includes arts fairs and community events.
- Approve and manage time sheets/payroll for all Community Programs staff.

- Develop, coordinate, and oversee all program and teaching artist evaluations.
- Respond to all internal and external inquiries pertaining to DTB's arts education and outreach programming.

### **Develops and builds relationships with key stakeholders in Community Engagement and Arts Education Department**

- Advance strategic alliances with community partners including schools, associations, libraries, corporations, and others.
- Interact with a broad range of individuals, organizations, and community boards, working to build and maintain collaboration and strategic partnerships with other entities.
- Collaborates with the Marketing and Communications Department on the creation of materials applicable to Community Engagement and Arts Education Department.
- Provide guidance and support to Senior Director of Philanthropy to maintain current funding and seek new funding sources specific to community engagement and arts education programs.
- Work closely with the marketing department to coordinate messaging and materials to reinforce the DTH brand in all community engagement and arts education activities.
- Develop and produce accessible and informative collateral materials, print, electronic and web-based, that provide context, increase relevance, and excite interest for current and future DTH programs.

### **Supervision**

- DTB Program Associate
- Teaching Artists
- Volunteers

### **Required Qualifications**

- Bachelor's/master's degree in dance education, arts management, or related field.
- 5+ years of experience as a manager/supervisor.
- Knowledge of pedagogy, curriculum design, and K-12 and teacher education.
- Proven budgeting and financial management skills.
- Experience working with community groups and school districts.
- Experience working with performing arts organizations, particularly dance/ballet.
- Demonstrated strong interpersonal, communication, organizational, project management, and event management skills.
- Proficiency in Microsoft Word, Excel, PowerPoint, Adobe, and Outlook.
- Personable and collaborative attitude.
- Eligible to work in USA.

### **Preferred:**

- Familiarity with NYC Department of Education Blueprint Standards for Teaching and Learning in Dance, or similar (local, state, or national) arts education standards and blueprints.
- Experience with new media and technological innovations.

**Terms and Conditions**

- Full time, exempt.
- Compensation: Salaried, commensurate with experience and education including DTH fringe benefits, paid on a bi-weekly basis.
- Hybrid.
- Requires travel/visits to K-12 schools and cultural/community/ educational institutions in the NYC metropolitan area.
- Salary range: \$90,000 - \$100,000

Dance Theatre of Harlem is an equal opportunity Employer.

*Dance Theatre of Harlem is working with Career Blazers Nonprofit Search for this search. If interested, please submit your resume to Cindy Janicki, Senior Executive Search Specialist, at [cjanicki@cbnonprofitsearch.com](mailto:cjanicki@cbnonprofitsearch.com) for consideration.*