



Job Title: Educational Projects Manager

Job Purpose: To facilitate administrative, contracting, and communications within the scope of arts-in-education projects for Calpulli Mexican Dance Company

Reports to: Director of Arts-in-Education (primary); Executive Director (secondary)

ORGANIZATIONAL OVERVIEW AND MISSION

The Calpulli Mexican Dance Company (hereafter Calpulli or organization) is a premiere arts organization based in New York City that tours domestically and internationally with a message of honoring and celebrating Mexican people and our stories. Calpulli was founded in 2003 with the mission of celebrating the Mexican community through dance including live music. To this end, the organization produces performances via its international touring company, designs arts-in-education experiences for all ages, and leads community outreach activities in the northeastern USA.

Calpulli offers an array of programming to educators allowing access to the company's expertise in Mexican traditional dance, music, garment-making, and culture. Projects include in-person and virtual lecture-demonstrations, workshops, and residencies. Calpulli's arts-in-education projects add value to educational experiences by complimenting curriculum with arts-based interactive, engaging content.

POSITION SUMMARY

The Educational Programs Manager role is pivotal to the planning and execution of all arts-in-education projects designed and delivered by Calpulli. The part-time role will manage day-to-day operations including scheduling, communications, and coordination of Calpulli's Teaching Artists with a focus on facilitating communications with internal and external stakeholders. The role reports to the Director of Arts-in-Education and works closely with Teaching Artists, Executive Director, and program hosts. The role is based in the New York metropolitan area and delivers day-to-day operational management across all projects for the organization from a remote setting. They may be required to attend events, performances, and meetings in person as needed. The individual taking the role will be expected to have a consistent daily schedule of availability to respond to inquiries and work with other Calpulli staff.

It is important that the Educational Projects Manager maintain knowledge of significant developments and trends in the field of dance, arts-in-education, and non-profit management. The ideal candidate will need to be collaborative, meticulously organized, proactive, communicate clearly, have a sense of humor, and have a passion for Calpulli's mission.

DUTIES, VALUES, AND RESPONSIBILITIES

- ADMINISTRATION/ MISSION SUPPORT

Accountable for the operations of all arts-in-education projects and proactively seeks opportunities for improvement and cost savings.

- Carry out daily activities including responding to inquiries, updating schedules, contacting Teaching Artists, and facilitating communication with presenters/ venues on all needs including technical and logistical
- Support the successful delivery of arts-in-education projects by facilitating information to and from Teaching Artists and hosts while continuously anticipating and preventing issues
- Form strong working relationships with the several arts-in-education Presenters with whom Calpulli works and foster future relationships for the organization
- Proactively manage the calendar for arts-in-education projects and share proactively with stakeholders
- Provide proactive administrative support including facilitation of communication, meeting scheduling and surveying, and other related activities including but not limited to staff meeting with Teaching Artists



- Ensure arts-in-education materials including study guides, technical riders, program descriptions, pricing sheets, emergency/ shelter-in-place plans, and marketing content are current
- Proactively seek arts-in-education opportunities for additional work and follow up on leads
- Continuously update data sources and records related to arts-in-education projects and ensure their searchability and accuracy.
- Work closely with other staff and stakeholders to ensure all are aware of ongoing arts-in-education projects and proactively identify potential overlap in schedules, resources, and people that support Calpulli's work beyond arts-in-education
- Maintain and continuously review content on the company's website to ensure accurate, relevant, and current information is available for arts-in-education projects
- Facilitate and ensure logistical plans for supplies, equipment including costuming, sound system, and other needed materials are transported and removed from host locations
- Serve as the key point of contact between Calpulli and the NYC Board of Education for communications

- FINANCIAL PLANNING & TRACKING

In partnership with the Bookkeeper and Executive Director, the role will include involve the following:

- Working with the Executive Director, draft and update invoices and financial agreement for arts-in-education projects and services as needed
- Continuously maintain tracking tools for invoices, contracts, and future tools and generate reports
- Leverage existing systems and processes and seek opportunities for continuous improvement to provide and manage daily and operational financial data to Bookkeeper and other roles
- Establish and continuously reevaluate rate cards for internal and external use

QUALIFICATIONS

- 3+ years of experience with administration within the performing arts and/ or education
- High-level of understanding of arts-in-education projects and arts in the schools
- Highly organized and detailed approach to work with ability to triage prioritize competing priorities
- Ability to communicate effectively in all modes including online, by phone, and in person
- Ability to effectively communicate with technical and logistical personnel to identify issues and potential gaps in requirements vs capabilities
- Experience with technological tools for planning, communications, and data management to control a large volume of information
- Experience with technical needs of a dance company with live music and the performing arts
- Experience with schools and educational venues with an understanding of varying technical capabilities for sound, lighting, flooring, and changing areas
- Experience with creating itineraries, call sheets, detailed technical schedules, and other artist management documentation
- Bilingual (Spanish and English) preferred but not required
- Excellent skill with Microsoft Office Suite
- Experience with G-suite tools
- Experience with budgeting and financial management
- Flexible work schedule that aligns with projects and performances
- Experience with Canva software a plus but not required
- Sales experience is a plus



COMPENSATION

\$21K - \$25K annually. The role is planned to begin at 20 hours per week but may accommodate additional hours per project.

TO APPLY

Interested individuals please email your cover letter, resume, and/ or curriculum vitae to Executive Director, Juan Castaño at info@calpullidance.org with the subject line “**Educational Projects Manager.**” Individuals proceeding to the interview process will be requested to provide references.

NONDISCRIMINATION POLICY

It is the policy of Calpulli Mexican Dance Company, Inc. to provide equal employment opportunities in compensation and other terms and conditions of employment without discrimination based on age, race, creed, color, national origin, gender, sexual orientation, disability, marital status, veteran status, genetic predisposition, or carrier status.

Calpulli Mexican Dance Company, Inc. is committed to assuring equal employment opportunity and equal access to services, programs, and activities for individuals with disabilities. It is the policy of the Calpulli Mexican Dance Company, Inc. to provide reasonable accommodation to a qualified individual with a disability to enable such individual to perform the essential functions of the position for which he/she is applying or in which he/she is employed.

The policy applies to all employment and independent contractor practices and actions. It includes, but is not limited to, recruitment, job application process, examination and testing, hiring, training, disciplinary actions, rate of pay or other compensation, advancement, classification, transfer, and promotions.

Updated: June 2024