

Community Manager

Urbanity seeks a full-time Community Manager to administratively lead Urbanity's Community programs, including Dance with Parkinson's, Movement Mends, Community Residency, Youth Development, and Dance in the Park. The ideal candidate is passionate about making a positive impact in the Boston community through the art of dance. We seek someone with organizational, creative, and interpersonal skills that will allow them to grow these programs.

Urbanity Dance is committed to empowering individuals and strengthening diverse communities through dance. We aim to engage people of all ages, backgrounds, and abilities, both in their own communities and in our own studio space, by helping them discover or rediscover the joy of movement. Through our Company, School, and Community work, Urbanity Dance serves over 10,000 individuals throughout the Greater Boston community each year.

Responsibilities:

Community

- Design, revitalize, and implement Urbanity's Movement Mends Program, a program which promotes the philosophy of 'movement as medicine' to bring the healing power of dance to specific communities within Boston. Past Movement Mends programs included workshops designed for incarcerated young people or individuals experiencing houselessness, but Urbanity is excited to support the Community Manager's own ideas for future Movement Mends programming.
- Oversee the Dance with Parkinson's program at Urbanity, including managing faculty, scheduling, and student communications.
- Serve as the staff liaison for the Community Residency program, working with the Collectives-in-Residence to ensure their needs are met.
- Manage the Youth Development Program at Urbanity, helping support teens in our community as young dancers, arts administrators, and arts leaders. This includes: overseeing the High School Credit-Bearing program with EdVestors/Boston Public Schools; connecting with high school arts internship programs; creating opportunities for teens to learn, share ideas, and sit in on Urbanity's Board; and, planning one teen-specific social event or master class per semester.
- Manage the monthly pay-what-you-can "Dance in the Park" community class
- Build and nourish partnerships in our community with local nonprofits, activists, educational organizations, healthcare facilities, and city leaders..
- Plan one creative community "happening" each season, 4x/year (pop-up class/workshop, guest teacher, panel, community conversation)
- Teach/lead community-based dance class, and contribute to training/curriculum for other teachers. The class taught can be flexible according to the candidate's strengths and areas of interest - for instance, a quarterly community workshop or a weekly Movement Mends class.

- Spends time each week engaging and showing up with the Community: cultural, arts, dance, nonprofits, neighborhood, education (may be trainings, professional development, community meetings, etc)
- Support the School Senior Manager and Director of Development with evaluation and documentation of Urbanity's Community programs by gathering student testimonials, collecting data/administering surveys, coordinating photo/video documentation and documenting community stories.
- Serve as the primary internal liaison for grant funding, attending meetings and working with Urbanity's grant writer to ensure any related data for grant reports is provided in a timely manner.
- Collaborate with Urbanity staff members to share stories and updates for internal and external communications.
- Collaborate with Finance & Operations Manager on any related invoices and payments
- Additional administrative duties, as assigned

Ideal Candidate is:

- Ready to "make their mark" and "make some moves" in Boston by creating/planting seeds for dance programs that have potential to enhance health and well-being for neighbors, particularly those that have not had access to dance, or have not had programs developed specifically with them in mind
- Passionate about the power of dance to heal physically and emotionally, individually and collectively
- Enjoys meeting new people, networking, and developing relationships
- Excellent at identifying talent and "matchmaking" teaching artists to specific sites/partners

Required Qualifications:

- 3-5 years dance teaching experience that serves diverse demographics
- Administrative experience; e.g. using Google Workspace, responding to emails/phone calls, scheduling classes
- Customer service experience via email, phone, and/or in person

Preferred Qualifications:

- Supervisory or mentorship experience
- Project management through a program such as Asana, or experience on Slack as a team member is a plus
- Experience living in and being a part of Boston's diverse neighborhoods
- Multilingual a plus (Spanish, Haitian Creole, Mandarin/Cantonese)

Schedule & Working Environment:

This is a full-time, hybrid position with a flexible working schedule within a 40-hour work week. Though 5 days a week are intended, the days may be scheduled on weekends if warranted, and the hours may be scheduled according to what works best for the program and desires of the candidate. The candidate must be able to readily commute into Boston, as needed, for in-person classes and meetings. Collaborating with team members is typically a mix of in-person meetings, real-time video calls, and asynchronous Slack/email collabs. If working from the office, Urbanity desires to work with the candidate to accommodate any requests to the best of organizational ability.

Salary: \$41,000

Benefits Include:

- 10 paid vacation days per year, plus generous paid personal and sick leave
- Employer-subsidized health, dental, and vision insurance
- 19 paid holidays, including the week between Christmas and New Year's Day
- 8 weeks paid parental leave, after one year of employment
- Professional development opportunities
- Free access to all Urbanity Dance programs, including events, classes, camps, intensives, seminars and workshops
- Private studio rental at a discounted rate of \$5 per hour
- 2 complimentary tickets to each Urbanity Company / Underground performance during the year
- One piece of Urbanity merch each year
- Eligibility for a subsidized \$25 Boston Dance Alliance Associate Membership under Urbanity's organizational umbrella.

Urbanity Dance is an Equal Opportunity Employer and is committed to building a diverse, inclusive staff. We especially encourage applications from BIPOC individuals, people with disabilities, members of the LGBTQIA+ community, and people with lived experiences including but not limited to houselessness, incarceration, substance use/recovery, economic instability, or food insecurity.

COVID-19 Requirements:

Candidate must adhere to Urbanity's [COVID-19 Protocols and Mask Policies](#) on site.

How to Apply:

Please email a cover letter and resume to Betsi Graves, Director, at careers@urbanitydance.org with "Community Manager" in the subject line. Please apply by August 12, 2022 for priority consideration, but applications will continue to be accepted until the position is filled. The ideal candidate would begin late August/early September, 2022.

Please note that contact information for up to 2 references will be requested during the hiring process, and employment is contingent on relevant results of criminal record information (CORI) and sex offender registry (SORI) background checks.