

Program Manager

The Program Manager will be responsible for overseeing all the pieces of our Summer Camp that involve programming (classes, Young People's Program, Teen Program, circles, boogies, etc.) as well as overseeing marketing & communications (website, publicity, Obook), and volunteer management.

Responsibilities:

This position will work closely with the Operations Manager as a "co-lead" for managing the core functions of DNE.

Serves alongside Operations Manager on the Executive Committee to collaboratively plan camp, identifying and troubleshooting issues and challenges that may arise. This role reports to the DNE Board of Directors, and has a designated board liaison with whom regular check-ins are held year-round.

- In collaboration with the Executive Committee, develop and implement a comprehensive plan for programming at Dance Camp
- Play a key role in communicating the vision for camp – and its execution – between the Executive Committee, the Board, and committees
- Work closely with committees and coordinators to ensure that all camp programming is well-organized and tasks are completed on schedule
- Monitor and manage the budget for programming, ensuring expenses are kept within allocated limits
- Oversight of work performed outside of camp (overseeing committees, volunteerism, and managing email and digital platforms)
- Other responsibilities as needed

Experience:

- Project management, event planning, or related work experience including ability to track details, priority setting, and budgeting (2-5 years)
- Supervisory skills to lead people to grow and meaningfully empower them to do their jobs better; able to teach in an effective way and encourage agency (2-5 years)
- Marketing, communication strategy, public relations (1-3 years)
- Proficient in Microsoft Word, Google Drive, Sheets and Docs, Gmail

Desired Skills:

- Ability to build and maintain working relationships both with leadership and the community
- Enthusiastic conflict management skills
- Comfort engaging a diverse community
- Strong time-management & self-organizational skills
- Ability to hold a pluralistic vision for camper experiences
- An understanding of and respect for consensus as practiced by DNE

Compensation and Hours:

This is a salaried 40-week position (\$27,360 per annum). Typical expectation will be 20 hours per week on average throughout the year, with periods of non-responsibility (unpaid time off) during the fall/winter, and potentially increased hours per week during spring/summer. There are no cash valued benefits (i.e., insurance, paid time off).

You will be expected to be at camp, ideally from set up to take down, though some flexibility of exact timing can be negotiated.

Application is due by March 12 priority deadline (position will remain open until filled). To apply for this position please send a cover letter, resume, and contact information for 3 references; email to: HR@dne.org

We believe that the more diverse and inclusive the DNE community is, the richer our collective dance becomes. Our community has firm roots in consensus process and non-violent communication. We are committed to celebrating all dimensions of diversity in the workplace equally, and ensuring that everyone feels a sense of belonging.

DNE provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

All qualified applicants are encouraged to apply. Interviews will take place via Zoom, and we are happy to make reasonable accommodations to increase accessibility for candidates with disabilities.