

BATTERY DANCE

380 BROADWAY 5TH FLOOR NEW YORK, NY 10013-3518 212.219.3910



Job Title: International Projects Manager
Organization: Battery Dance
Website: <http://www.batterydance.org>
Salary: \$48,000 - \$55,000

Battery Dance seeks to fill the position of International Programs Manager. One of America's most prolific cultural ambassadors, host to New York City's longest-running dance festival, and nurturing provider of arts education in NYC public schools and globally, Battery Dance seeks a motivated and personable team player to manage the current international programs, as well as work with the team to seek out new international opportunities. The Manager will be working with a lean, highly skilled and exceptionally dedicated team of board members, administrators, and program staff. Based in Tribeca, Battery Dance has conducted signature programs and performed in over 70 countries over the past 45 years. Battery Dance aims to create lasting social impact by increasing human understanding through dance, and is committed to equity, diversity, and inclusiveness in hiring.

Responsibilities include, but are not limited to:

- Researching, writing, and developing public and private grant proposals and budgets for international program funding
- Implementing, monitoring, and evaluating new and existing Battery Dance grants
- Working closely with the Board of Directors, the President & Artistic Director, and the Vice President and COO to network and communicate Battery Dance programming to international and local partners
- Maintaining and updating grant information and deadlines in database;
- Serving as the point of contact for all international projects;
- Providing operational support either on the ground or domestically
- Assist with fundraising and annual events as needed

Skills/Qualifications:

- Possesses international and cultural exchange experience, preferably with a US government program
- Demonstrates successful track record of creating and implementing grant-based programs;
- Exemplifies excellent written and oral communication, interpersonal, and presentation skills;
- Possesses sound judgment and the ability to lead, working independently and in teams
- Pays close attention to detail, establishes measurable objectives, clearly articulates plans, sets and meets deadlines, and multi-tasks in a fast-paced and goal-oriented environment;
- Knowledge, interest, and/or experience in the Arts sector

Experience/Education:

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- 2+ years experience working internationally and/or with international communities
- Background working with grant cycles, databases, and budgets
- Interest in working with performing arts and cultural organizations
- Bachelor's degree required; Master's Degree preferred.

To apply for this position: Please submit, in one file, a resume and cover letter detailing your interest in the position and salary expectations to emad@batterydance.org with subject line "International Projects Manager"

This position requires COVID-19 vaccination

Battery Dance Company is an Equal Opportunity Employer. Employment is based upon personal capabilities and qualifications without discrimination based on race, color, religion, creed, sex, sexual orientation, national origin, age, disability, marital status, veteran status, citizenship status, or any other protected characteristic as established by law.