

## Movement Research is Hiring

Movement Research is seeking a **Programs & Events Associate** to support the organization in accomplishing its mission of supporting and engaging a diverse community of dance artists, practitioners and program participants.

### Job Description

The Programs & Events Associate supports the programming of a 45-year-old artist services nonprofit dedicated to supporting experimental dance artists. Programs & Events Associate reports to the Programs & Events Manager and Associate Director.

The position supports Movement Research's public programs and events, artist residencies and exchanges through event and activities planning, implementation of logistics, technical support for onsite and virtual events, and administration of event documentation.

The position interacts with Movement Research's artist community on a daily basis and provides support to artists participating in these activities.

### Programs & Events Associate is a 28 hour/week hourly position at Movement Research

Compensation: \$22/hour

Schedule: This position is an on-site position, with limited remote working available. Schedule is determined based on MR's ongoing public events schedule. Schedule varies a bit season to season, but applicants must be available to work Monday and Tuesday afternoon/evenings, select Wednesday and/or Thursday evenings and the occasional Saturday.

Benefits:

- An employee contribution 403(b) plan is available.
- Movement Research employees receive free access to Movement Research classes, (virtual or in-person at the following locations: MR Studios at 122 Community Center, Eden's Expressway, Gibney 280, Danspace Project and Judson Memorial Church; 1 free workshop per MELT series; and free or discounted participation in MR workshops is offered on a case-by-case basis.

Locations: The Movement Research office and studios are located in 122 Community Center at 150 First Avenue, New York, NY 10009. The second floor office is accessible by elevator. Studios and restrooms are wheelchair accessible; restrooms are all gender. Judson Memorial Church is located at 55 Washington Square South, New York, NY 10012. The accessible entrance is located at 243 Thompson St. and the elevator at Judson Memorial Church is currently working. Personnel from the Judson Memorial Church will be at the entrance. The elevator connects Level 1 (street access) to Level 3 (Meeting Room where performances take place) and Level B or basement (where restrooms are located).

### To apply

Please email the following materials to [work@movementresearch.org](mailto:work@movementresearch.org) with "Programs & Events Associate" in the subject line:

- **Resume**
- **Cover letter**
- **Name, title, organization, email and phone number for two to three professional references.**

- **Accommodations for the job interview (we can offer closed captions, live transcript, ASL interpretation, and audio description for the interview).**

Please direct questions via email to [work@movementresearch.org](mailto:work@movementresearch.org). For accessibility purposes, if you need to speak by phone, we would be happy to call you if you send us your name and phone number by email.

Movement Research will invite applicants for individual interviews on an ongoing basis until the position is filled. Initial interviews will take place in-person or virtually via Zoom. For accessibility purposes, if you require accommodations to interview, please let us know these in your application. Interviews will begin as applications are received. Position start-date is as soon as possible.

Movement Research continuously seeks to engage a more diverse and inclusive participant body and strives to recognize individuality and create equal opportunities for all, regardless of race, class, gender, disability, ethnicity, sexuality or age. MR is committed to maintaining a strong connection to an existing diverse community of experimental artists and audiences, while at the same time expanding its definition of experimentation to working within and pushing the boundaries of all movement-based forms. Movement Research recognizes the challenge to diversify the range of aesthetics, cultural and socio-economic backgrounds represented on NYC stages and strongly encourages applications from individuals aligned with this vision.

## Qualifications

- Located within the New York Metropolitan Area and authorized to work in the United States.
- Minimum of 2 years experience in artist services and/or performing arts field.
- Interest in supporting artists and engaging in community care.
- Knowledge and/or interest in local, national, and international performing arts.
- Strong communication, writing, and organizational skills.
- Comfortable speaking in public and serving as a public face at MR events.
- Ability to work independently, prioritizing, and managing workload.
- Possess strong team working skills.
- Attention to detail and ability to manage multiple program timelines and schedules.
- Experience with Mac platforms, Google Suite, and MSOffice including Word and Excel is required.
- Familiarity with database and/or online platforms including the following is a plus: WordPress, Filemaker, Submittable, and Jotform.
- Experience running public events; previous front of house experience is a plus
- Experience with disability justice and accessibility initiatives within the performing arts and fulfilling access needs for students and artists.
- Experience with basic technical setups for live events (both virtual and in-person).
- Experience managing digital media & documentation (video, photo, audios).

## Responsibilities include:

- Under the supervision of the Programs & Events Manager and Program Director(s) and Coordinator(s), support the implementation of on-site and virtual MR Public Events and Residency Programs including:
  - MR at the Judson Church; most Monday evenings mid-Sept to early June

- Open Performance (OP); ~16 events per year (8 per season), twice monthly
  - Studies Projects; ~6 events per year, once monthly, Tuesday or Wednesday evenings, occasional Saturdays
  - GPS Chats; ~4-5 events per year, usually on Wednesday evenings
  - MELT Events; during Winter (Jan) and Summer (Jul/Aug) MELT series, 1-2 events per week on Wednesday or Thursday evenings
  - MRX and GPS Exchanges
  - Residency and Fellowship Programs
- **Public Events**
    - Act as key point person for in-person/virtual public events
    - Maintain events calendars
    - Maintain reservation system and act as main contact for attendees of public events, organize front of house responsibilities.
    - Prepare and send Letters of Agreement, A/V Waivers, and payment request
    - Ongoing communication and collaboration with the Operations Team regarding studio space reservations
    - Preparation of event program pdf, large print version, and QR code
    - Make welcome speeches and public announcements at events
    - Organize, purchase and set-up hospitality (food & drinks), when applicable
    - Collect and track event participant and attendee data and complete event report
    - Act as on-site contact for event documenters
    - Oversee space set-up and clean-up for each event, including tech, A/V, and documentation
    - Oversee artist communications and arrivals, including information related to space guidelines.
    - Support troubleshooting technical needs during events
    - Manage digital and analog audiovisual materials post events; retrieve, archive, and distribute documentation media
    - Oversee, collect, and track in-person event donation revenue
    - Collect and upload digital and analog audiovisual materials (photo, audio, video, etc) to internal archive and public digital platforms (Youtube and Vimeo)
    - Keep accurate track of Video and Photography processing status and share links with artists.
  - **Performance and Residency Programs**
    - Supports Director of Artist Programs and Programs & Events Manager in facilitating annual application processes (including MR at the Judson Church Selection Committee, Open Performance, Artist-in-Residence, Van Lier Fellowship).
    - Supports Director of Artist Programs in the scheduling, planning, and logistics facilitation of Artist-in-Residence cohort meetings, approx. 16 meetings per year (~8 per cohort)
    - Provide data tracking support for the Residency Programs
    - For Open Performance series, schedule lottery artists and artist moderators for program dates
    - Support implementation of A.M.P. (Access. Movement. Play. Residency Program) activities including creation of artist materials, travel and accommodation bookings, purchasing materials, and act as on-site liaison with Company Manager.

- **MRX / Global Practice Sharing (GPS) Exchange Programs**
  - Under supervision of Director of Artist Programs and Programs & Events Manager, support artist residencies/exchanges including booking flights/accommodations, arrange local transportation, preparation of materials for visiting artists.
  - Provide on-site support as needed to residency/exchange artists.
  - Support the implementation of the in-person GPS Partners meeting (1/year in January) including technical support, hospitality, and reference materials.
  
- **General Responsibilities:**
  - Intern Management: Support Programs & Events Manager in the hiring and supervision of Production interns -- screening applications, interviewing candidates, onboarding, training, scheduling, delegation of tasks, managing workload, double checking work.
  - Attend weekly meetings with the Programs Team, Operations Team, Media & Communications Team, and All Staff meeting, as well as any other Program-related meetings.
  - Ongoing communication and collaboration with the Media & Communications Team relevant to each event. i.e. fact checking, proofreading, edits, and feedback for website/social media copy and e-blasts.
  - All staff are required to contribute office coverage support each week, which includes greeting visitors and fielding phone inquiries.
  - Work with the Programs Team to support classes & workshops during high density periods of programming.

## About Movement Research

Movement Research is one of the world's leading laboratories for the investigation of dance and movement-based forms. Valuing the individual artist, their creative process and vital roles within society, Movement Research is dedicated to the creation and implementation of free and low-cost programs that nurture and instigate discourse and experimentation. Movement Research strives to reflect the cultural, political and economic diversity of its moving community, including artists and audiences alike.

Founded in 1978, Movement Research plays a critical role in the dance ecology by providing a generative environment that encourages investigation, discourse, and constructive feedback. MR's overall structure is participatory, artist-driven, and gives agency to diverse voices inclusive of race, national or ethnic origin, gender identity, sexual orientation, disability, age, and family or parental status. MR is committed to shifting which voices are heard through rotating curatorial, editorial, and teaching structures with a focus on diversity, equity, inclusion, and access.

Movement Research offers 11 interrelated core programs including work-in-process performance series; artist residencies; national/international exchanges; artist curated Festivals and discussions; subsidized rehearsal space; publications (MR Performance Journal and Critical Correspondence); and classes & workshops for professional artists and for students in NYC public schools.