



Programs Coordinator

Organization Overview

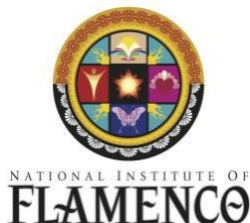
The National Institute of Flamenco is a 501(c)(3) nonprofit organization whose vision is to support community through arts education and equitable access to the arts. The Institute engages a core community of Albuquerque-based professional artists, students, and patrons, with an emphasis on impacting the lives of low-income households. Committed to equity, the Institute employs and nourishes the professional development of people of color and provides a place for emerging artists to safely express themselves. The Institute's programming makes a difference to the tens of thousands of clients served annually through educational and performance-based programs and organizational partnerships. The annual operating budget is \$2.6 million, and the organization draws upon diverse funding sources, including earned and contributed income. The organization is projected to make substantial annual growth. Financial support from individuals, corporations, foundations, and government entities allows the Institute to provide excellent free and low-cost programming while also ensuring financial stability for our working artists.

Position Summary

The Programs Coordinator works as part of a team to perform general administrative duties, attend to the front desk at the Conservatory of Flamenco Arts, coordinate documentation and record keeping of the Institute's professional company Yjastros: The American Flamenco Repertory Company, and perform administrative duties related other performance and educational programs as needed. The Programs Coordinator films and makes written and digital documentation of company rehearsals, choreographies, and classes. provides high-quality customer service to students and families. The ideal candidate for this position is organized, communicative, detail-oriented, consistent, and outgoing. The Programs Coordinator must be able to attend scheduled rehearsals and work closely with the Production Manager, Education Manager, Programs Director, and Artistic Director. to make sure that all recording and documentation is properly archived, high-quality, and made available to those who need the materials in a timely manner.

Principle Duties

- Attend and document (video, written, and digital) Yjastros company classes and rehearsals as assigned
- Attend and document (video, written, and digital) other NIF program classes, rehearsals, or performances as assigned
- Maintain and update NIF Archive hard drives
- Maintain and update Yjastros information in Dropbox, including videos, choreography and spacing notes, synopses, photos, and music
- Maintain complete, clear records related to all assigned projects
- Work with artistic staff and leadership to share materials with Yjastros as needed



- Check in Conservatory students at the front desk, keeping accurate attendance records
- Assist with Conservatory, Flamenco Kids Camp, Festival Juvenil, and Festival Flamenco Albuquerque registration and enrollment
- Assist with other projects as assigned

Qualifications and Experience

- Bachelor's Degree in the Arts, Arts Education, or related field; or equivalent professional experience
- Excellent written and oral communication skills
- Ability to collect and organize complex information
- Proficiency in Microsoft Office, including Excel
- Demonstrated ability to work collaboratively in a team setting
- Customer service skills
- Comfort in a multilingual, multicultural environment
- Ability to problem-solve and adapt
- Ability to communicate in Spanish

Preferred Qualifications

- Familiarity with video editing software such as iMovie, Da Vinci, or Adobe Premiere
- Familiarity with Mindbody or similar software such as Wellness Living

Other Requirements

Current driver's license and requisite insurance

Reports to: Programs Manager

Position Type and schedule: Part-time, hourly, 30 hours per week, includes rotating weekday evenings and Saturdays from 9 – 1 pm at the Conservatory of Flamenco Arts front desk.

Compensation: \$14-\$18 per hour commensurate with experience. Benefits for part-time employees include New Mexico HWA (paid sick leave earned on an accrual basis), flamenco classes for employees and their immediate family members, and complimentary admission to Institute performances.

To Apply

Please send cover letter and resume with three professional references to Annie D'Orazio, annie@nifnm.org and Rey Kandil, rey@nifnm.org. Incomplete applications will not be considered.