dance/NYC®

OUR NEW YORK CITY DANCE

# Community Guidelines

*Dance/NYC's Community Calendar and Listing pages are a free service created by Dance/NYC to provide visibility and workplace opportunities for dance in the NYC metropolitan area. Listings and advertisements on Dance.NYC are all user-generated. The inclusion of content by any user does not constitute an endorsement by Dance/NYC, or any of Dance/NYC's officers, board, employees, or contractors, of that user's or organization's views.*

*Due to capacity constraints, Dance/NYC does not pre-approve listings before they are posted. However, we reserve the right to edit or remove, at any time and without notice, any activity that violates our community guidelines or Terms Of Use.*

*If you come across any content that violates these guidelines, please report it to us by emailing info@dance.nyc. We appreciate your help in keeping our community safe and respectful.*

All users of Dance/NYC's website are expected to abide by the Community Guidelines as outlined below:

## General Guidelines

1. All content posted to the website must be in alignment with Dance/NYC's mission and values. Content must be for the benefit of dance workers and organized entities in the New York metropolitan area, which includes the five boroughs of New York City, as well as Nassau, Rockland, Suffolk, and Westchester counties in New York State, and Bergen and Hudson counties in New Jersey.

2. Profanity, explicit sexual content, and promotion of the use of drugs and alcohol is prohibited; any posts containing topics of this nature may be flagged and/or removed.

3. Mass advertisements (i.e.; multiple posts regarding the same thing) for products, services, etc. are prohibited.

4. When relevant, all postings must disclose whether reasonable accommodations (i.e.; open or closed captioning, audio description, ASL interpretation, accessible facilities including entrances and restrooms, etc.) will be provided.

5. Alt text is required for submissions that include images and/or video. Click here to learn more about alt text.

6. At this time, we do not permit the posting of press releases, real estate rentals (ie; studio spaces), mutual aid requests, or other topics that do not fit within the parameters of the Listings and Community Calendar pages.

## Guidelines for Listings

### All Listings

1. Listings should promote opportunities such as auditions, choreographic opportunities, funding opportunities, jobs & internships, and volunteering opportunities.

    1. To promote events, such as classes, workshops, or performances, please use the Community Calendar.

2. Users should not enter any information that is non-compliant with labor laws and employment regulations, such as restrictions with regard to an applicant's age, race, religion, gender, sexual orientation, disability, national origin, or other personal information. Many organizations use the listing as an opportunity to identify themselves as an equal opportunity employer and/or to encourage diverse individuals to apply. You can find more information about the U.S. Equal Employment Opportunity Commission's laws and regulations here. Employers in NYC must also comply with the NYC Human Rights Law and Salary Transparency in Job Advertisements Law.

3. Listings that do not adhere to Dance/NYC's aforementioned General Guidelines may be removed from Dance.NYC.

### Jobs & Internships

1. As a part of its work towards economic justice and in accordance with New York's Salary Transparency in Job Advertisements law, all listings on Dance.NYC are required to include a good-faith salary range for every job, promotion, and transfer opportunity advertised. You are therefore required to update the compensation on your listing to state the minimum and maximum compensation you in good faith believe at the time of the posting you are willing to pay for the advertised job, promotion, or transfer opportunity.

2. Internship opportunities must state their educational value. To make sure your internship is lawful, please refer to this U.S. Department of Labor fact sheet.

    1. Please note that Dance/NYC requests a thorough description of the educational value of an internship. In addition to academic credit, educational value should specify:
        1. Description of supervision and/or mentorship
        2. Specific skills the intern will gain during the internship
        3. How the intern's duties will benefit their professional development

    2. In order for an internship to be considered a Paid Internship, the employer must list if the intern will receive a stipend or an hourly wage, ideally specifying a payment range. Internships that only provide food and transportation reimbursements must be listed as unpaid internships.

### Auditions & Choreographic Opportunities

1. Dance/NYC considers auditions and choreographic opportunities labor, and postings should list whether or not these engagements are paid. It is strongly recommended to provide compensation for these types of work opportunities.

2. If applicable, choreographic opportunities should include information on required submission fees.

3. Listings must adhere to New York's Salary Transparency in Job Advertisements law and provide a good-faith compensation range for opportunities posted.

Dance/NYC acknowledges that some projects require demographic specificity and/or other stipulations for casting and production purposes. These decisions should be made transparently with a clear intent and rationale as well as the consideration that historically marginalized identity groups are still underrepresented in the field and receive fewer opportunities for fair and equitable hiring and casting. Dance/NYC does not condone discrimination on the basis of race, color, national origin, ethnicity, disability, religion, age, sex, gender identity, gender expression, sexual orientation, body type, or visa status. Dance/NYC encourages a thoughtful consideration of social categories, respecting performers' self-identification regardless of physical appearance.

### Funding Opportunities

1. Funding opportunities should include clear eligibility requirements, the amount of funding available, and a timeline of when funding decisions will be made, announced, and dispersed.

### Volunteer Opportunities

1. Similarly to internships, volunteer opportunities should provide educational, mentorship, or professional development benefits, and these benefits should be clearly stated in the listing.

2. Nonprofit organizations should observe State and federal requirements as it pertains to volunteers–including providing workers' compensation insurance coverage, conducting background checks for volunteers working with vulnerable populations, adhering to the Volunteer Protection Act, ensuring volunteers are unpaid to comply with minimum wage requirements, and complying with federal and state discrimination laws.

3. Under the Fair Labor Standards Act (FLSA), for-profit entities are generally not permitted to use volunteers, as it is illegal to displace paid employees with volunteers.

It is recommended that organizations seeking to utilize volunteers consult with legal counsel to ensure compliance with all applicable laws and regulations.

## Guidelines for Community Calendar Events

1. Community Calendar listings should promote events that are relevant to Dance/NYC's community, including but not limited to: classes, performances, and professional development opportunities.

    1. To promote opportunities, such as auditions, choreographic opportunities, funding opportunities, jobs & internships, or volunteering opportunities, please use the Listings page.

    2. Event listings should include information about the location of the event, ticketing links (when applicable), accessibility, and a phone number for inquiries and support.

2. Community Calendar events that do not adhere to Dance/NYC's aforementioned General Guidelines may be removed from Dance.NYC without notice.

## Guidelines for Advertisements

1. Advertisements purchased for appearance on Dance/NYC's website, weekly e-newsletter, or social media channels are intended for individuals and entities to promote information or provide resources to dance workers and organizations in the New York metropolitan area.

2. Advertisements that do not adhere to Dance/NYC's aforementioned General Guidelines will not run on Dance.NYC or in Dance/NYC e-communications and social media posts.

3. All social media advertisements will be indicated as a paid advertisement with an inclusion of text that reads "#Ad" at the end of the provided copy.

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