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administration



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PLACE LISTINGS OR PURCHASE ADS

January 26, 2015

Megan Bascom & Dancers Seeks Administrative Intern

Megan Bascom & Dancers (MB&D) is seeking an intern to assist with preparations for their upcoming season at Triskelion Arts. The intern will provide support for MB&D's Artistic Director and Company Manager with a special focus on: Assistance with special events and fundraising campaign Social media and publicity outreach General office support Candidates must possess strong communication, writing,...



January 15, 2015

Dance Company Seeking Administrative Intern

Hi! I'm seeking an intern to assist with company administration a few hours a week starting immediately. Must be highly organized, resourceful, have excellent writing skills, proficiency in Microsoft Office and Google Documents and Spreadsheets, social media savvy (Facebook, Twitter, Instagram), calm under pressure and personable. Great for students looking to pursue careers as professional artists...



January 14, 2015

Gallim Dance seeks Community Affairs and Development Manager

Gallim Dance, a New York-based contemporary dance company, creates and performs original work by artistic director and founder Andrea Miller. Gallim is a highly sought-after company whose work has been acclaimed by The New York Times as "voluptuously polyglot choreography," and whose dancers have been noted as "of the highest calibre" (Dance Europe). The company performs for over 16,000 audience...



January 12, 2015

Intern with KEIGWIN + COMPANY

KEIGWIN + COMPANY Internship Description KEIGWIN + COMPANY is currently seeking independent and creative undergraduate or graduate students for a Winter/Spring 2015 development/administrative internship. Interns will have the unique opportunity to learn about the operations of a non-profit dance company, working closely with a small staff. Intern will help support K+C's staff as the company...



January 7, 2015

ISO a long-term Admin Assistant for the A.O. Movement Collective

ISO a long-term admin assistant for the A.O. Movement Collective 10 hrs a month for 10 months (Jan 2015 - October 2015) \$10/hr, paid monthly (\$100/month or \$1K total) Desired Qualities: + Type-A personality: efficient, organized, ambitious + Utterly reliable + responsible, able to commit to 10 month working period + Able to work independently, take lead on projects with attention to detail + Genuine...

January 6, 2015

Internship with Suzanne Beahrs Dance

Suzanne Beahrs Dance, a New York City-based modern dance company, is seeking two interns to assist with preparations for our second full-length performance at Danspace Project at St. Mark's Church, February 5th- 7th 2015. This position will include work on marketing, booking, event planning, scheduling, assistance in rehearsals and development, this October through February 5th-7th, 2015. Interns...



January 5, 2015

Programs Manager

Dance/NYC seeks programs manager, responsible for all aspects of implementing and growing Dance/NYC's convening...

January 4, 2015

ARTS ADMINISTRATION INTERN - NEVILLE DANCE THEATRE

Neville Dance Theatre, a contemporary Manhattan based dance company now in it's tenth year, seeks an Arts Administration Intern to work closely with the Artistic Director in artistic and administrative areas. Seeking a reliable, motivated, self-starter with 10-12 hours (flexible) per week, to begin immediately with preferred 3-5 month commitment. Must have superb communication and management skills...



