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administration



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PLACE LISTINGS OR PURCHASE ADS

June 21, 2023

Arts Nonprofit Is Hiring New Fiscal Associate

Pentacle is seeking one full-time staff person to fill the role of Fiscal Associate. Interested applicants must apply before July 7th, 2023. JOB TITLE: FISCAL ASSOCIATE About the Position: The Fiscal Associate will work in the Fiscal Department reporting directly to the Fiscal Services Manager and the Executive Director. Pentacle's Fiscal Services include fiscal administration, bookkeeping, and...



June 17, 2023

ACCEPTING APPLICANTS: Work Exchange Program (Studio & Class Access)

START DATE: July 2023 ORGANIZATIONAL BACKGROUND: Dancewave provides access to supportive and empowering dance experiences that center social, emotional and cognitive development through movement. Developing programs to meet community needs, we use dance as a vehicle for transformation, expression, active citizenship and self-reflection. We engage our diverse audience through an expansive platform...



June 16, 2023

Rights & Arts Management Associate

The Merce Cunningham Trust Rights and Arts Management Associate (internship) position is a unique opportunity for an aspiring arts manager who is looking to transition into the professional world in a New York office. The annual program immerses the associate in the operation of a lean non-profit that deals with rights and intellectual property and may be tailored to the associate's interest and...

June 9, 2023

Dance/NYC seeks Individual Giving and Cultivation Manager

Dance/NYC seeks a full-time Individual Giving and Cultivation Manager to work with the Director of Development to develop, manage, and implement a comprehensive individual and corporate giving strategy as well as cultivation initiatives that build our base of supporters. This includes leading the organization's online giving campaigns, annual direct mailings, sponsorships, as well as in-person...

June 9, 2023

Dance/NYC seeks Manager of Programs and Partnerships

Dance/NYC seeks a full-time Manager of Programs and Partnerships to work with the Director of Programming and Justice Initiatives to manage and implement a robust calendar of events and touch points with various partnerships/stakeholders. This includes all aspects of administration supporting public programming forwarding Dance/NYC's key areas of advocacy and research, leadership training, networking...

May 30, 2023

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May 30, 2023

COMPANY MANAGER Position for Valerie Green/Dance Entropy

Dance Entropy, Inc. is seeking a dynamic Company Manager to join our team and organization for our upcoming season with the possibility of long-term employment and growth opportunities. About Dance Entropy Founded in 1998, Valerie Green/Dance Entropy (VG/DE) believes in humanizing movement, both in Ms. Green's critically acclaimed choreographic work and the company's mission to plant creative...



