

Wednesday, May 26, 2010

Public Relations Assistant, Alvin Ailey Dance Foundation

PRAssistantJob@alvinailey.org No phone calls please.

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Alvin Ailey American Dance Theater, one of the world's premier dance institutions, is seeking a highly-motivated, responsible and personable team player to work in a fast-paced environment to support ongoing public relations initiatives. The Public Relations Assistant will support the efforts of the Director of Public Relations and Public Relations Associate in the preparation and execution of publicity campaigns for Alvin Ailey American Dance Theater, Ailey II, The Ailey School, Ailey Arts-in-Education and Community Programs, The Ailey Extension and Special Events. The Public Relations Assistant will also have the opportunity to coordinate the comprehensive execution of media plans for projects in areas of specific assigned responsibility, including the primary publicity liaison for The Ailey Extension and Ailey Arts in Education and Community Programs.

Knowledge and Essential Skills

Strong written and verbal communication skills and sense of initiative
Detail oriented and organized in managing multiple projects and meeting deadlines
Ability to work in fast-paced environment, both independently and with others, in a positive manner
Highly competent computer skills, including proficiency with MS Office and Photoshop, as well as willingness to learn other information technology programs as implemented
Ability to quickly and thoroughly develop and articulate knowledge Ailey programs
Ability to attend events in the evenings and on weekends as necessary

Education/Experience

Bachelors degree in Journalism/Communications or Arts Administration preferred
Minimum 1-2 years professional experience
Professional experience with performing arts/dance organization is desirable

For full job description and to apply, email PRAssistantJob@alvinailey.org

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