

Monday, August 16, 2010

Lar Lubovitch Dance Company Education Manager/Office Manager

TO APPLY: send cover letter, resume and references to: Richard J. Caples Executive Director Lar Lubovitch Dance ▶ [Share](#) | [Print](#) | [Download](#)
Company 229 West 42nd Street New York, NY 10036 Fax: (212) 221-7938 Phone: (212) 221-7909 email: Lubovitch@aol.com

The Lar Lubovitch Dance Company seeks one highly skilled and organized individual for the dual position of Education Manager/Office Manager. This position exists with a twofold purpose: to manage and maintain various educational programs of the Lar Lubovitch Dance Company and to assist with internal office operations.

Education management responsibilities include but are not limited to development and maintenance of the company's in-school teaching program, Lar's Dance Your Dreams through continued communication with public and private schools, scheduling of workshops, coordination and scheduling of company dancers as teaching artists, and assisting with the planning of any other educational programs associated with NY performances such as discounted and free tickets for school groups or lecture demonstration events.

Office management responsibilities include but are not limited to database organization and maintenance, video/sound archival, digital video and sound duplication, maintaining supplies and coordinating the purchase of equipment and supplies as necessary, assisting the company manager and executive director in project specific research pertaining to various events including the NY Season, fundraising events, production needs, etc. Also, this staff member is a main point of contact for interns and must be able to engage and effectively delegate work among interns.

Qualified candidates should have an interest in working in the arts, possess strong written and verbal skills, have a capacity for multi-tasking, and be comfortable interacting with an array of individuals in a positive and professional manner. This position is part time, starting at 15 hours/week.

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