

Friday, August 13, 2010

Purchase College Conservatory of Dance Coordinator

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The Conservatory of Dance at Purchase College SUNY seeks a Conservatory Coordinator to work as the confidential assistant to the Director of Dance. Responsibilities include: serving as the Fiscal Officer and Accounts Manager for the Conservatory; supervising faculty/staff reviews, promotion requests, appointments, terminations etc.; preparing all Personnel Action Forms in compliance with College requirements; assisting the Conservatory Board of Study with correspondence, confidential letters, letters of recommendation and keeping the Board of Study record books; administering student exchange programs, accessing and processing funds for the regional out-of town audition tour; preparing and executing contracts and appropriate payment forms for all persons/vendors doing work for the Conservatory; coordinating Friends of Dance membership and correspondence; assisting in grant writing as requested by the Director; executing scholarship awards and communication; assisting at on-campus auditions; representing the Conservatory at Admission and/or other College functions; participating in orientation for new students; managing Conservatory Public Relations and Marketing; managing web content and coordinating the room management system..

Required Qualifications: The successful candidate must have the ability to coordinate among various departments; the ability to complete work in a timely manner; excellent organizational, written and verbal communications skills as well as customer service skills; professional experience in accounting/book-keeping; experience in marketing, public relations, fundraising, publicity and artistic design and graphic desktop publishing skills. Also, computer knowledge of and comfort with Microsoft Office (including Excel and Access), Quicken or similar program are essential.

An undergraduate degree and 3-5 years of related experience are preferred. In addition, knowledge of dance, dance studios and dance performance is a plus.

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Purchase College SUNY is an AA/EEO employer

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