Thursday, September 27, 2012

Administrative Manager

Interested candidates please email your resume and cover letter to rena@shaganarts.com - No phone calls please. ► Share | Print | Download

Organization: Rena Shagan Associates, Inc.
Contact: rena@shaganarts.com
Job Location: New York, NY
Website: www.shaganarts.com
Start Date 10/15/2012

Position: Administrative Manager/ 20 hours per week

Rena Shagan Associates, Inc., one of the leading managements specializing in tours for US and international dance and theatre companies (Trisha Brown Dance Company, Martha Graham Dance Company, Meredith Monk, Tanztheater Wuppertal Pina Bausch, SITI Company) is looking for a creative, enthusiastic, detail-orientated, mature individual for our small, fast-paced office located on the Upper West Side. Duties include but are not limited to:

Running day-to day office including answering phones, office system maintenanceProviding administrative support to artist representativesContact with our artists Developing press and promotional material Updating our website and basic computer troubleshootingMaintaining financial database
Strong organizational and communication skills are essential. Candidate must be able to prioritize, work independently and be a quick learner while working in a small office atmosphere. Knowledge of Goldmine and Adobe Photoshop are helpful. Knowledge of foreign language is a plus.

We offer a competitive salary including 3 weeks paid vacation.

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