

Thursday, September 27, 2012

## Administrative Manager

Interested candidates please email your resume and cover letter to [rena@shaganarts.com](mailto:rena@shaganarts.com) - No phone calls please. ▶ [Share](#) | [Print](#) | [Download](#)

Organization: Rena Shagan Associates, Inc.  
 Contact: [rena@shaganarts.com](mailto:rena@shaganarts.com)  
 Job Location: New York, NY  
 Website: [www.shaganarts.com](http://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 maintenance  
 Providing administrative support to artist representatives  
 Contact with our artists  
 Developing press and promotional material  
 Updating our website and basic computer troubleshooting  
 Maintaining 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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