

Sunday, April 14, 2013

Seeking PT Administrative Interns for Danielle Russo Dance Company

Alex Lyons, Assistant Manager at admin@daniellerussodancecompany.com

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Seeking Administrative Interns for Danielle Russo Dance Company:

We're on the prowl for two part-time administrative assistants to join our team. Our upcoming season includes the implementation of an upcoming installation in NYC mid - late May, and touring the same production to Europe late August - early September. If interested, please submit your cover letter and resum to admin@daniellerussodancecompany.com.

We're particularly interested in individuals with experience in realm(s) of non-profit (1) marketing, (2) development and/or (3) production. Ideal candidates will possess:

Exceptionally strong business writing skills

Attention to detail while maintaining speed and accuracy

Ability to handle multiple deadlines and priorities

Excellent proof-reading abilities

Clear and timely communication

Experience working with both Mac and PC operating systems, with a proficiency in Microsoft Office systems and iMovie; knowledge of Adobe Suite programs is an added bonus.

Strong organizational skills

Passion and precision

Background and interest in the professional dance field and NYC dance community

For a sneak peek into the installation at-hand, visit <http://vimeo.com/35976968>.

To get a taste of what we're all about, visit our company website at www.daniellerussodancecompany.com.

Hope to hear from you soon!

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