

Monday, June 17, 2013

Part-time Administrative Associate, Buglisi Dance Theatre

Email cover letter and resume to: Suzanne Konowitz, Executive Director at buglisi@buglisidance.org

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Buglisi Dance Theatre, a premier contemporary dance company now in its 20th year under the leadership of Artistic Director Jacquelyn Buglisi, seeks part-time Administrative Associate for its office at the New 42nd Street Studios. Position: coordination of the 2013 Table of Silence Project 9/11 at Lincoln Center; educational outreach; NYC performance season; potential for grant writing/marketing. Must be an excellent writer, possess strong, outgoing communication skills and be a self-starter and extremely organized. Responsibilities include, but are not limited to, general office administration, database maintenance, scheduling, coordinating performances and special events, Facebook/Twitter, and provide assistance in fundraising and marketing. Strong PC and internet literacy required. Knowledge of Filemaker, Publisher, Dreamweaver, YouTube, social media and Kickstarter and experience in not-for-profit arts management a plus. Please provide references. Compensation: commensurate with experience. BDT is an equal opportunity employer. Position available immediately.

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