

Tuesday, February 25, 2014

Office Administrator - Isadora Duncan Dance Foundation

Isadora Duncan Dance Foundation www.isadoraduncan.org info@isadoraduncan.org 212-691-5040

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Isadora Duncan Dance Foundation seeks office administrator to work closely with Artistic Director, Lori Belilove in order to carry out the day to day operations of the Foundation and its resident performing company, Lori Belilove & The Isadora Duncan Dance Company.

www.isadoraduncan.org

General secretarial duties:

- Database maintenance, phone and email correspondence with students, dancers, and the public regarding classes, performances, workshops, etc.
- Manage our social media presence. Utilize Facebook, Twitter, and Instagram to engage and build our audience and promote our performances.
- Prepare marketing materials using InDesign, and Constant Contact.
- Manage ticket sales and work the box office at performance events.
- Prepare and send outgoing mail and merchandise.

Requirements:

- Must be punctual and well organized with good time management skills and the ability to prioritize multiple tasks.
- Must be well versed in MS Office. (Word, Excel, Powerpoint, etc). and Adobe CS. (PhotoShop, InDesign)
- Fluency with web-based CMS publishing (WordPress, Joomla, etc)
- Excellent phone manners and writing skills
- Must be able to use social media tactfully and effectively.
- Familiarity and fluency with Brown Paper Tickets.

Compensation commensurate with experience and skills.

Please send a cover letter and resume to info@isadoraduncan.org

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