

Tuesday, February 11, 2014

Project Assistant needed for dance technology start-up in Tribeca

patriceregnier@earthlink.net

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Choreographer, director, and inventor Patrice M. Regnier is looking for a project assistant to coordinate with her project manager. She is looking for someone for 2-3 days a week in the afternoon for 3-4 hours. Schedule is somewhat flexible. Hourly pay, as well as limited use of dance studio (30 x 25 with Marley floors).

Ideal candidate will be familiar with social media and have an interest in movement and new technology. Skills with fundraising and networking are very welcome, especially grant writing. We are looking for a talented, enthusiastic individual looking for part-time work to join our team.

Current projects and their associated websites below. Keep in mind these duties will be performed in conjunction with the project manager, Jennifer Roit, who has worked with Patrice for 7 years.

Main task:

TERP Corp: <http://terptribe.com>

- assist with social media: updating facebook page, twitter, vine, and instagram utilizing Hootsuite
- help with Kickstarter campaign for app development: press, invites, running events
- send out email newsletters
- learn how to be a TERP operator: work with the custom-built technology, record TERP commands for database; training will be given

Secondary tasks:

Yoga Week France: <http://www.villaplantat.com/yogafrance.html>

- keep track of advertisements
- make sure contracts are sent and received
- keep track of payments

Moving Gracefully Towards the Exit: <http://movinggracefullythefilm.com>

- use withoutabox.com to research and submit to film festivals
- update website with awards and future showings
- stay in touch with ALS and caregiver organizations

Please submit your resume to patriceregnier@earthlink.net. We look forward to hearing from you and will be calling people in for interviews the week of February 17th.

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