

Wednesday, January 7, 2015

ISO a long-term Admin Assistant for the A.O. Movement Collective

Company: the A.O. Movement Collective

Location: Brooklyn, NY

Compensation: \$10/hr, paid monthly (\$100/month or \$1K total)

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ISO a long-term admin assistant for the A.O. Movement Collective

10 hrs a month for 10 months (Jan 2015 - October 2015)

\$10/hr, paid monthly (\$100/month or \$1K total)

Desired Qualities:

- + Type-A personality: efficient, organized, ambitious
- + Utterly reliable + responsible, able to commit to 10 month working period
- + Able to work independently, take lead on projects with attention to detail
- + Genuine interest in arts-administration and experimental performance
- + Comfortable doing admin work that may relate to the ETLE Universe's explicit content

General Duties:

- + work closely with the director (Sarah A.O. Rosner) to keep the admin of the AOMC running smoothly
- + help create and administer communications from the AOMC (ebcasts, donor facilitation, etc)
- + help build and manage crowd-funding through 4 kickstarter campaigns
- + work from the AOMC's Bushwick home office and from home, attend 1 team meeting a month
- + assist with special projects (researching where to print our upcoming graphic novel, for instance, and tracking down quotes from different printers)
- + attend collaborator meetings and help facilitate the creation of new works across the next ten months (works include a graphic novel, fashion show, academic writing, pornography, performance, a set of 3D-printed rings, and more)

For more information on the AOMC and their current project, the ETLE Universe, please visit <http://ETLE.theAOMC.org>

Interested parties: please email us at theAOMC@gmail.com and introduce yourself. Please send your resume, and tell us about your relevant experience and skills in a short paragraph. We look forward to hearing from you!

the A.O. Movement Collective
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<https://www.facebook.com/theAOMC>

For more information:
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