

Monday, March 23, 2015

Part-Time Administrative Assistant, Buglisi Dance Theatre

Company: Buglisi Dance Theatre

Location: New York, NY

Compensation: Commensurate with experience.

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Helen Hansen French in Requiem Photo (c) Kristin Lodoen Linder

Buglisi Dance Theatre, Jacquelyn Buglisi Artistic Director, is a premier contemporary dance company located in the heart of Times Square in The New 42 Street Studios. The part-time administrative assistant position involves assisting in the coordination of NYC performance seasons, touring, educational outreach and The Table of Silence Project 9/11, a site-specific performance ritual held on the Josie Robertson Plaza, Lincoln Center with 100+ dancers. Responsibilities include, but are not limited to social media, database maintenance, scheduling, general office administration, coordinating special events and benefits, and assistance in fundraising and marketing. Candidates must be extremely organized and self-motivated, and possess excellent verbal, written and interpersonal communication skills. Strong PC and Proficiency in Microsoft Word and Microsoft Excel, Filemaker, Photoshop, Publisher, Constant Contact, WIX, YouTube, and Social Media (Facebook, Twitter, Instagram, LinkedIn). Position available immediately. Average commitment of 10 hours per week.

Buglisi Dance Theatre is an equal opportunity employer and considers all candidates for employment regardless of race, color, sex, age, national origin, creed, disability, marital status, sexual orientation or political affiliation.

Please email resume and cover letter to buglisi@buglisidance.org, Attn: Suzanne Konowitz, Executive Director.

Buglisi Dance Theatre
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New York, NY, 10036
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For more information:
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[< back](#)

[previous listing](#) • [next listing](#)