Saturday, June 6, 2015

Office and Theater Assistant - Part Time

Company: Chen Dance Center
Location: New York, NY
Compensation: Apx 15-20 hrs/week, commensurate with experience

Chen Dance Center, located in lower Manhattan, is seeking a motivated and detail-oriented team player to support the daily administrative and programming activities of a busy arts organization.

Responsibilities include but are not limited to:

Accurate data entries and general office support
Assisting with events and performances at the Theater
Special projects as needed

Skills/Qualifications:

Bachelor's Degree
Prior experience in an arts related organization or school
Strong interpersonal, verbal, and written skills; with a pleasant telephone manner
Detail-oriented with the ability to prioritize tasks and meet deadlines
Strong computer skills including Excel, Quickbooks, Microsoft Word

To apply for this position please submit the following to info@chendancecenter.org

Resume, cover letter, and contact information for professional references

No phone calls please

Flexible start date (late summer target)

Chen Dance Center
70 Mulberry Street 2nd Floor
New York, NY, 10013
212-349-0438
www.chendancecenter.org

For more information:
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