

Monday, August 3, 2015

## Administrative Assistant

Company: Megan Bascom & Dancers  
Location: New York, NY  
Compensation: Paid position.

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Megan Bascom & Dancers is currently seeking an administrative assistant for September 2015 through June 2016. MB&D is interested in candidates who are creative, tech and research savvy, self-motivated and curious to learn more about the inner workings of a growing dance company. This position will help support the Artistic Director and MB&D's team of collaborators and artists throughout the year. Responsibilities include, but are not limited to; residency, performance and grant research and submission; calendar management; assistance with development and donor relations; database input; assistance at special events; and general office support. Candidates must be organized, detailed oriented, and hold strong written, communication and computer skills. Experience with and active interest in arts management a plus.

5-10 Hour/Week

Paid position.

Potential for growth.

Accepting submissions through August 12th.

Projected start date: Monday, August 31st.

Please submit cover letter and CV with "your name + Administrative Assistant" in the subject field to:

Megan Bascom, Artistic Director

[meganbascomanddancers@gmail.com](mailto:meganbascomanddancers@gmail.com)

For more information please visit [meganbascomanddancers.org](http://meganbascomanddancers.org)

Megan Bascom & Dancers  
New York, NY  
[www.meganbascomanddancers.org](http://www.meganbascomanddancers.org)

For more information:  
Megan Bascom, Artistic Director  
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[< back](#)

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