

Tuesday, August 18, 2015

Artichoke Dance Company seeks Administrative Assistant

Company: Artichoke Dance Company

Location: Brooklyn, NY

Compensation: Commensurate with experience

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Artichoke Dance Company seeks a part-time administrative assistant who is nimble in a variety of situations and possesses diverse abilities. Artichoke Dance Company works in multiple capacities including stage performances, site-specific work, educational programming and social events for nearly 20 years.

Responsibilities:

- Coordinate schedules for meetings and rehearsals
- Implementing specific logistics surrounding events and performances, both on and off site
- Assist with promotional campaigns and in promoting events
- Organization and archiving of press and development materials
- Database maintenance (mysql custom database - training provided)

Requirements:

- Detail oriented
- Highly organized
- Strong verbal and writing skills
- Proficient in Microsoft Word and Excel
- Ability to work independently
- Basic graphic design skills a plus

Please send resume and cover letter to info@artichokedance.org

Artichoke Dance Company
121 Sterling Place #2B
Brooklyn, NY, 11217
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For more information:
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