

Monday, August 10, 2015

Office Manager and Marketing Associate

Company: Parsons Dance

Location: New York, NY

Compensation: commensurate with experience

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OFFICE MANAGER AND MARKETING ASSOCIATE

Parsons Dance

Under the artistic direction of director / producer / choreographer David Parsons, Parsons Dance is one of America's most successful and longest established contemporary dance companies.

Parsons Dance seeks a dynamic, energetic, nonprofit professional with a background in arts administration to serve full-time in the salaried position of Office Manager and Marketing Associate. The position reports to the General Manager and liaises with the dancers, booking agent, Board of Directors, individual and institutional donors, media and industry professionals, and others. The work of the Parsons Dance Office Manager encompasses every aspect of the organization, including artistic, educational, administrative, as well as website and social networks functions. It is a fantastic opportunity for a smart energetic arts administrator to gain hands on experience in the dance world. A lot of opportunity for the position to grow.

We are looking for candidates with an undergraduate degree in a related field, and 3+ years of professional experience. Major responsibilities include:

Office Management:

- Maintain the office by hiring and managing interns, stocking supplies, organizing meetings, taking charge of mailings, booking rehearsal space
- Maintain and implement organizational office systems including hard filing systems, digital databases, and shared drive
- Maintain and distribute institutional calendar and google calendar

Marketing:

- Write and distribute monthly newsletter and create and distribute e-blasts; familiarity with e-blast template such as MailChimp preferred
- Manage social media
- Update and manage website; familiarity with Wordpress preferred
- Create touring programs and playbills
- Liaise with press outlets, schedule and prep all interviews for Artistic Director

Development:

- Coordinate, support and manage annual campaign, gala and other special events
- Maintain and manage systems for tracking and acknowledging grants, gifts, donor histories and profiles.
- Help support grant proposals by pulling appropriate support materials and meet appropriate deadlines.

Candidate Qualifications:

- Undergraduate degree and 3+ years professional experience or the equivalent.
- Strong organizational and project management skills with the ability to meet tight deadlines and manage multiple projects simultaneously.
- Knowledge of all aspects of nonprofit management including special events management and building relationships.
- Willingness to work occasional evenings and weekends.
- Adaptability, flexibility, creativity, a cooperative spirit and a sense of humor are invaluable to success in the dynamic, energetic and highly spirited office environment of Parsons Dance.

Immediate opportunity; position is open until filled. Interested applicants should email a cover letter and resume to info@parsonsdance.org

Parsons Dance is proud to be an equal opportunity employer. Salary commensurate with experience, full health benefits after 60 days.

Parsons Dance

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www.parsonsdance.org

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