

Thursday, September 17, 2015

Part-Time Arts Admin Needed Immediately

Company: Valentina Kozlova Dance Conservatory of New York
Location: New York, NY
Compensation: To be determined at interview

► [Share](#) | [Print](#) | [Download](#)

Arts administrative assistant needed immediately to work 10am-1pm Monday-Friday at The Valentina Kozlova Dance Conservatory of New York.

Qualifications:

- computer proficiency with Mac and Apple Software
- customer service skills
- file management
- background/interest in the arts
- able to start asap

Please send brief letter of interest and résumé to Carole DesChamps at info@vkdcny.com.

Valentina Kozlova Dance Conservatory of New York
250 West 54th street Suite 503
New York, NY, 10019
212-245-0050
www.vkdcny.com

For more information:
Carole DesChamps
info@vkdcny.com
212-245-0050

[< back](#)

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