

Friday, November 20, 2015

## Assistant to the Director, Eva Dean Dance

Company: Eva Dean Dance

Location: Brooklyn, NY

Compensation: Commensurate with Experience

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# EVA DEAN DANCE

Design by Tucker Phillips

Eva Dean Dance (EDD) is a Brooklyn-based neo-contemporary company that specializes in inventive productions that incorporate multiple elements including improvisational movement, architectural design, inventive use of props, sets from recycled goods, ambient and experimental sound scores, and experiential lighting.

EDD has established itself as both a performing and an arts services organization. The mission of EDD is to support and strengthen the presence of dance as a performing art form in New York City and world-wide, to develop and reach diverse audiences for dance, to support the work of other choreographers and dancers, to create and perform the choreography of Eva Dean, and to teach EDD technique and repertoire to students representing a wide range of ages, abilities, and cultural backgrounds.

In carrying out its mission EDD operates the Subsidized Dance Rehearsal Rental Program at its home, Union Street Dance located in Park Slope, Brooklyn. Union Street Dance's mission is to provide a well-equipped and affordable dance rehearsal space for choreographers and companies working in the greater New York City community.

EDD seeks a part-time Assistant to the Director to help manage the performing and services aspects of the company. Responsibilities include:

- managing Union Street Dance's Subsidized Rehearsal Rental Program and outside class rentals
- managing and communicating with donors, board members, funders, & local, national, and international government agencies
- assisting Director with the research and writing of grant proposals
- creating budgets and reports for Board meetings and grant reports
- creating e-mail marketing campaigns for organization's special events, performances and fundraisers
- assisting Director with international tour calendar and bookings
- supervising work-study staff and interns

The ideal candidate is self-motivated, does not require much supervision, and is a team player; technologically savvy, social media literate with great written and verbal communication skills; and proficient in Microsoft Office Suite. Interest in the performing arts is a must. Knowledge of Quickbooks, grant writing, video production, and website maintenance is a plus. Master of Arts Administration or similar field preferred.

Position is salaried, permanent; part-time (20 hours/weekly); asking for two-year commitment.

EDD is in a very dynamic place with national and international performing and teaching credits and continues to provide dance services to over 125 choreographers and dance companies annually. The Assistant to the Director will have the opportunity to expand this position as the company also grows and expands.

To apply, please email [edd@evadeandance.org](mailto:edd@evadeandance.org). Include pdf copies of a cover letter and your resume (no word docs please). We will contact you for an interview if we feel your skill set matches well with the organization. Writing samples may be requested.

It is highly recommended that you browse EDD's website before sending your request for an interview so that you can have a sense of who we are and what we offer. [www.evadeandance.org](http://www.evadeandance.org)

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