

Friday, January 8, 2016

## Administrative Assitant

Company: VKDCNY

Compensation: \$35K-\$40K per year

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

Valentina Kozlova Dance Conservatory of New York and Dance Conservatory Performance Project is currently seeking a full time administrative assistant. We are 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 school and non-profit organization. This position will help support the dance school as well as a team of collaborators and artists working to promote an international dance competition and foundation throughout the year. Responsibilities include, but are not limited to; administration of the school, 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 possess strong written, communication and computer skills including Excel. Experience with and an active interest in arts management is a plus.

Interested candidate should send resume with a cover letter explaining why you would be a good candidate for this position to [info@vkibc.org](mailto:info@vkibc.org).

VKDCNY  
[vkdcny.com](http://vkdcny.com)

For more information:  
Min Kim  
[info@vkibc.org](mailto:info@vkibc.org)

[< back](#)

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