

Tuesday, March 8, 2016

## SEEKING ARTS ADMINISTRATOR FOR SPRING - SUMMER

Company: Danielle Russo Performance Project  
Location: Brooklyn, NY  
Compensation: experience

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[Danielle Russo Performance Project](#) is seeking a diligent, reliable, pro-active and creative-minded arts administrator to assist the director in the implementation of spring/summer productions. Work will include:

Assistance in the research, writing and compilation of grant proposals  
Organization and assistance with the implementation of fundraising events  
Networking on behalf of DRDC; actively seeking to expand donor base

It is important that s/he possesses:

Exceptionally strong business writing skills  
Attention to detail while maintaining speed and accuracy  
Ability to handle multiple deadlines and priorities  
Clear and timely communication

This is a paid position, commensurate with experience. Hours will vary between 5 (non-production weeks) and 10 (production weeks) per week. Position will start immediately.

If interested, please submit your resume and a brief letter of interest to [danielle@drpp.nyc](mailto:danielle@drpp.nyc).

Danielle Russo Performance Project  
Brooklyn, NY, 11225  
[www.drpp.nyc](http://www.drpp.nyc)

For more information:  
Danielle Russo  
[danielle@drpp.nyc](mailto:danielle@drpp.nyc)

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