

Wednesday, July 20, 2016

Interested in Arts Administration? WorkStudy student needed for Professional Training Programs & Marketing Departments

Company: Steps on Broadway

Location: New York, NY

Compensation: The position is unpaid, but WorkStudy students receive our generous discounted class benefit

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Sofia Negrón

Seeking those interested in Arts Administration to help in our Professional Training Programs & Marketing Departments. In this unpaid WorkStudy Position, you must be available Tuesday/Thursdays for 8 hours a week starting immediately with a minimum commitment of 3 months. The ideal candidate is professional and detail oriented with a passion for dance and a sense of humor. WorkStudy Students receive our generous Discounted Class Benefit.

Responsibilities may include, but are not limited to:

Marketing:

- Research projects
- Assist at industry events
- Organize/track/ship supplies to competitions & conventions
- Update press kits
- Distribute marketing materials
- Update Constant Contact lists
- Coordinate mailings

Professional Training Programs:

- Research projects as needed
- Create orientation packets
- Track attendance
- Enter students in MindBody
- Create & laminate student ID cards
- Coordinate mailings

Please email a cover letter and resume to Caitlin Gillette at Caitlin@StepsNYC.com

Steps on Broadway
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