

Wednesday, November 23, 2016

Administrative Associate | Stephen Petronio Company

Company: Stephen Petronio Company

Location: New York, NY

Compensation: Salary commensurate with experience

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Administrative Associate
Stephen Petronio Company

Full-time: 40 hours per week
Starting January 3

Stephen Petronio Company, a New York-based, internationally-renowned, non-profit contemporary dance company, seeks a new team member. The candidate should be a self-motivated, independent thinker that is also a well-rounded, dynamic, detail-oriented individual.

Overview

This full-time position centers on marketing tasks and general administrative support to help the company function efficiently and effectively. The Administrative Associate will assume responsibility for marketing projects and assist on projects that arise during the day-to-day operations of this small, but expanding, and vibrant non-profit performing arts organization. The Administrative Associate works closely with the Artistic Director, Executive Director, and Development Director.

Areas of responsibility will include:

Marketing

- Designing and managing audience engagement through marketing campaigns and social media
- Designing and managing marketing and promotional strategies for special projects
- Setting marketing and promotional plan deadlines
- Overseeing promotional collateral including event and performance invitations, brochures, advertisements
- Maintaining content and media across company web platforms
- Designing and scheduling email blasts to subscribers and donors
- Creating print and digital collateral to support the Development Director

Development

- Overseeing and maintaining donor database
- Supporting development activities, assisting with fundraising campaigns, mailing, and special events
- Assisting with preparation and note-taking during quarterly Board meetings

Tour Coordinating

- Assisting the Executive Director with coordination and advance logistics for touring engagements

General Admin

- Daily administrative support (telephone, maintenance of records, correspondence, general office and clerical duties)

This position requires flexibility as responsibilities may evolve based on the Company's needs and the candidate's individual areas of strength. The Administrative Associate represents the front-line of the Company's administrative team.

Requirements

The ideal candidate will have previous experience in arts administration and/or project management, and a Dance or other arts background/interest. Candidates must have excellent writing, editing, communication, and organizational skills, and the ability to multi-task, take initiative, and problem-solve. Some knowledge of web design, Wordpress, HTML/CSS, social media, salesforce, Adobe Creative Suite, and community/audience outreach is required. Some evening and weekend hours are required around special events and performances.

The position is available starting January 3. Salary commensurate with experience.

To Apply

Please email a cover letter and resume attached as PDF to sasha@stephenpetronio.com with subject line "Administrative Associate."

Applications with the cover letter and/or resume in the body of the email will not be considered. No telephone calls please.

About the Stephen Petronio Company

Founded in 1984, Stephen Petronio Company has performed in 26 countries throughout the world, including over 35 New York City engagements with 22 seasons at The Joyce Theater. The Company has been commissioned by Dance Umbrella Festival/London, Hebbel Theater/Berlin, Scène National de Sceaux, Festival d'Automne à Paris, CNDC Angers/ France, The Holland Festival, Festival Montpellier Danse, Danceworks UK Ltd, Festival de Danse-Cannes, and in the US by San Francisco Performances, The Joyce Theater, UCSB Arts & Lectures, Wexner Center for the Arts, Walker Art Center, and White Bird, among others. Website: www.petron.io.

In addition to providing the infrastructure for the creation, presentation, and preservation of Stephen Petronio dance works, the Company is in the third year of Bloodlines—a project to bring masterworks by pioneering American post-modern choreographers, such as Merce Cunningham, Trisha Brown, and Yvonne Rainer, into the Company's repertory. In a natural extension of this impulse, Stephen Petronio Company has this year launched a campaign to establish a choreographic residency program in the Hudson Valley, New York. The residency program will focus on research and the creative process, providing dedicated rehearsal space and resources to choreographers and their collaborators to explore ideas and develop new work away from the daily pressures of urban life.

Stephen Petronio Company is an Equal Opportunity Employer and is committed to complying with all federal, state and local equal employment opportunity ("EEO") laws. SPC prohibits discrimination against applicants for employment because of the individual's race or color, religion or creed, alienage or citizenship status, sex (including pregnancy), national origin, age, sexual orientation, disability, gender identity or expression, marital status, domestic partnership status, genetic information or predisposing genetic characteristics, military status, domestic violence victim status, arrest or pre-employment conviction record or any other characteristic protected by law.

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