

Thursday, June 22, 2017

Programs Manager at Dance Entropy Inc.

Company: Dance Entropy
Location: Long Island City, NY

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Programs Manager at Dance Entropy Inc.
www.DanceEntropy.org

Dance Entropy is a professional not-for-profit modern dance company founded in 1998. The company performs in NYC, tours and teaches both domestically and abroad. Dance Entropy supports the vision of Artistic Director Valerie Green, who creates stage and site-specific work, a significant part of the company's mission is to use creation, performance, and education in locations and communities where the content of the work will have the greatest impact. In 2005 Dance Entropy created a company home, Green Space in LIC, Queens. Through Green Space, Dance Entropy offers classes for various ages, outreach programs, multi-arts events, the new works performance discussion series Fertile Ground, the Take Root program, and the annual spring festival Green Space Blooms. Green Space is highly regarded in providing valued resources to the dance community, and has become an incubator for new and emerging talent.

Job Description

Dance Entropy is seeking a Program Manager to work closely with the Executive Director performing a wide variety of tasks. This includes varied aspects of the organizations administration, programs management, studio operations, website maintenance, mailings, all forms of marketing, plus fund-raising and development activities.

Qualifications

Applicants must have a strong attention to detail and excellent organizational skills. Applicant must be enthusiastic, hard working, flexible, focused with a sharp memory, a good multi-tasker and self-motivated. Strong communication, written and interpersonal skills are essential. 5 years prior administrative experience is required. Knowledge of dance, business and the not-for-profit world are a plus. Proficiency in Word, Excel, Photoshop, Illustrator, and web site editing program software are necessary.

Hours: Part Time 15 hours/week

Pay: Commensurate with experience

*Prompt submission is strongly encouraged. Position start date beginning of July.

To Apply: Please email cover letter, resume, and references to: Info@DanceEntropy.org

Dance Entropy
37-24 24th St. #301
Long Island City, NY, 11101
718-956-3037
<http://www.danceentropy.org/>

For more information:
Dance Entropy
[Info@Dan](mailto:Info@DanceEntropy.org)
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