

Wednesday, October 4, 2017

Part-Time Media and Archives Assistant

Company: Martha Graham Dance Company
Location: New York, NY
Compensation: \$15/hour negotiable

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Martha Graham Dance Company seeks a part-time archivist and media assistant to join our team. Under the direction of the Director of Graham Resources, the Media and Archives Assistant will manage day-to-day archival tasks as part of a larger effort to build, maintain, and promote the Martha Graham Dance Company archives. This includes:

- Assisting in the inventory, organization, digitization, and overall maintenance of the archive(s)
- Earmarking historic media of interest for sharing on social media
- Archiving photos, video, event programs, and other media as it is created for our 2017/18 Season
- Archiving press clippings and reviews as they are published

Additionally, under the direction of the Marketing Manager, and with assistance from the Director of Graham Resources, the Media and Archives Assistant will field both internal and external requests for media, including:

- Requests from press and other media outlets and presenters for promotional and historic materials
- Requests from the Artistic department for video clips and other media

Desired skills and qualifications:

- Superior organizational skills, with meticulous attention to detail
- Experience with Photoshop and/or Lightroom
- Enthusiasm for dance photography and dance history
- Interest in broadening your knowledge of Martha Graham and the Martha Graham Dance Company
- Positive attitude and a team player

To apply, send your résumé and cover letter to marketing@marthagraham.org.

Martha Graham Dance Company
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For more information:
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