

Sunday, December 31, 2017

WANTED: P/T ARTS ADMINISTRATORS

Company: Spoke the Hub

Location: Brooklyn, NY

Compensation: \$15 an hour plus free classes

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Spoke the Hub Dancing, Inc. one of Brooklyn's oldest and finest not-for-profit, multi-purpose, community dance and arts organizations -- called "one of the most exhilarating art spaces in Brooklyn" -- is currently seeking one or two part-time arts administrators to join our office staff this spring with the goal of expanding these positions to more full-time positions next year.

Applicants must have excellent speaking and writing skills, be user friendly, and enjoy working with children and adults of all ages and backgrounds. Must also be well-versed in Dance, Brooklyn, and related arts forms. Must be a self-starter, responsible, well-organized, detail oriented, community-minded, largely unflappable, punctual, and a progressive team player, able to work productively on own with minimal supervision. Local Brooklyn residents preferred. All ages welcome to apply.

We are particularly seeking administrative help in the one or more of the following areas:

Copywriting / Grant Writing

Graphic Design

Publicity / Marketing

Social Media / Website Management

IT / Tech Support / Data Management

Currently, we are seeking part-time administrators to work 3-6 hours per week this Winter to begin with.

Applicants should send a letter of interest, a resume, and three current work references to:

Spoke the Hub

Attention: Elise Long

748 Union Street

Brooklyn, NY 11215-1209

NO PHONE CALLS OR EMAILS PLEASE.

Spoke the Hub
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Brooklyn, NY, 11215
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For more information:
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