

Friday, March 2, 2018

Arts Administrative Intern

Company: SHIFT, Dance. Arts. & Media.
Location: New York City, NY
Compensation: negotiable/unpaid

► [Share](#) | [Print](#) | [Download](#)



We're looking for an administrator with an arts background who will work for SHIFT, Dance. Arts. & Media.

2 hours per week commitment on the Upper East Side.

Seeking someone who has skills in:

- emailing/making contacts
- organization
- task management
- book keeping

Necessary skills: strong communication, reliable, flexible, upbeat!

SHIFT, Dance. Arts. & Media.
New York City, NY
<http://www.shiftcreatedance.org/7ty5o10x0wphyd2brwoua0fjpw375t>

For more information:
Ellen
ellen4dance@gmail.com
4077588152

[< back](#)

[previous listing](#) • [next listing](#)