

Tuesday, June 19, 2018

Experienced Part-time Administrator for Table of Silence Project 9/11

Company: Buglisi Dance Theatre

Location: New York , NY

Compensation: Commensurate with experience

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Terri Gold

Buglisi Dance Theatre, Jacquelyn Buglisi Artistic Director, is a premier contemporary dance company located in the heart of Times Square in The New 42 Street Studios. The position involves assisting in the coordination of the 2018 Table of Silence Project 9/11, a site-specific performance ritual for peace held on the Josie Robertson Plaza, Lincoln Center with 100+ dancers, Tuesday, September 11, 2018, and streamed around the world. Position may also involve assistance with NYC performance seasons, touring, special events/benefits, and educational outreach. Responsibilities include, but are not limited to database maintenance, scheduling, general office administration, and assistance in fundraising events, marketing, design of promotional materials, and website maintenance. Administrator must be extremely organized and self-motivated, and possess excellent verbal, written and interpersonal communication skills. Strong PC and Proficiency in WIX, Photoshop, Publisher, Microsoft Word and Excel, Filemaker, Constant Contact, YouTube, Vimeo and social media. The Administrator reports to the Executive Director and the Artistic Director. TO APPLY: Send resume and cover letter to Suzanne Konowitz, Executive Director with the subject "Administrator Position" to buglisi@buglisidance.org or Call 212-719-3301.

Buglisi Dance Theatre
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For more information:
Suzanne Konowitz
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