

Wednesday, July 18, 2018

Programs Manager

Company: Valerie Green/Dance Entropy
Location: Long Island City, NY
Compensation: Commensurate with experience

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Valerie Green/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 work will have the greatest impact such as with senior citizens, at-risk youth, and people with disabilities. In 2005 Dance Entropy created a company home, Green Space in Long Island City, Queens. Through Green Space, Dance Entropy offers classes for various ages, outreach programs, multi-arts events, the new works performance discussion series Fertile Ground and the Take Root presenting program for established artists. 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 organization's 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 preferred. Proficiency in Word, Excel, Photoshop, Illustrator, Constant Contact, Squarespace, and Quicken.

Hours

Part-time employment, 16 hrs/week ONSITE (4 hrs/day, 4 days/week). Nights and weekends as needed for special events

Pay: Commensurate with experience

*Prompt submission is strongly encouraged. Position start date and training in mid-August.

To Apply

Please email cover letter, resume, and references to:

Hannah@GreenSpaceStudio.org

Valerie Green/Dance Entropy
37-24 24th Street Suites 301, 302
Long Island City, NY, 11101
718-956-3037
www.danceentropy.org

For more information:
Hannah
hannah@greenspacestudio.org
718-956-3037

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