

Tuesday, December 4, 2018

Office Administrator

Company: Twyla Tharp Dance Foundation

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The Twyla Tharp Dance Foundation is a small, non-profit organization dedicated to the preservation and continuation of the work of Twyla Tharp. As office manager, you will be responsible for all day-to-day operations of a small office, as well as working closely with the Artistic and Executive Directors on a large variety of projects. You should be a highly motivated, organized individual, who is comfortable working independently. You will need to anticipate problems and communicate clearly with other members of the team. Responsibilities include, but are not limited to:

- Managing licensing of repertory
- Managing employee contracts
- Running payroll through a web-based system
- Creating and maintaining budgets for various projects
- Managing dance development periods, to include schedules and rehearsal spaces
- Maintaining and interacting with the video archive
- Responding to emails and phone calls as necessary
- Updating the Foundation website and social media accounts
- Scheduling meetings and appointments

Requirements:

- Bachelor's degree
- 3+ years of experience in an administrative position
- Working knowledge of Microsoft Office, especially Excel
- Experience with FileMaker
- Comfort with Apple operating system, hardware, and basic trouble-shooting
- Strong written and oral communication skills
- Excellent time management and ability to multi-task

Preferred Qualifications:

- Knowledge of dance and the arts
- Basic video shooting and editing skills

This is a full-time position, Monday-Friday.

Please send your resumé and cover letter to office@twylatharp.org

Twyla Tharp Dance Foundation
www.twylatharp.org

For more information:
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