

Wednesday, January 15, 2020

Part-time Administrative Assistant - Kyle Marshall Choreography

Company: Kyle Marshall Choreography

Location: Jersey City, NJ

Compensation: \$12 per hour - approx. 5 hours per week

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Position: Part-time administrative assistant

Duration: 6 months with opportunity to continue

Kyle Marshall Choreography (KMC) is a dance company that sees the dancing body as a container of history, an igniter of social reform and a site of celebration. Since its inception in 2014, KMC has performed at venues including: Jacob's Pillow Inside/Out, Joe's Pub, Roulette, and Actors Fund Arts Center. KMC is a part of the MANA Contemporary Performance Residency Program and is an artist-in-residence at the 92nd St Y. Director, Kyle Marshall received the 2018 NY Dance and Performance "Bessie" Jury Award and is a NJ State Arts Fellow. KMC is an intimate dance company of 5 performers and production collaborators. Engagements in the 2019-2020 season include local performances in the BAM Next Wave Festival and The Shed (August 2020), and regional tours to Morristown (NJ), Albany (NY) and Hudson (NY).

KMC is seeking a part-time administrative assistant to assist the Artistic Director in the following key areas...

- organizing company schedules and booking rehearsal space
- tour itineraries and logistical communication with venues
- fundraising and donor engagement
- front of house support at select performances
- grant research and small business planning

Familiarity with Google Drive, Gmail, Vimeo, Facebook and Instagram is a plus. The position will come with weekly communication with the Artistic Director and opportunities for professional development and connections in the field. This is an ideal position for someone who is interested in growing with a young, ambitious arts organization and who is curious about the business of dance making.

If interested, please email kylemarshallchoreography@gmail.com with an introductory paragraph, contact information and a resume.

Thank you!

Kyle Marshall Choreography
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www.kmchoreo.com

For more information:
Kyle Marshall
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