

Tuesday, January 7, 2020

Wanted: Spoke the Hub Seeks P/T Arts Administrator Weekdays 3-6:30pm

Company: Spoke the Hub

Location: Brooklyn, NY

Compensation: Apr. \$300 week plus free classes

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Spoke the Hub Dancing, Inc. one of Brooklyn's oldest and finest not-for-profit, multi-purpose, community dance and arts organizations -- called "one of the most exhilarating art spaces in Brooklyn" -- is seeking a part-time arts afternoon administrator to join our office staff. Must be available every weekday afternoon from 3:00-6:30pm.

Applicants must be extremely user friendly, have excellent social, speaking and writing skills, and enjoy working with artists, children and adults of all ages and backgrounds. Must also be well-versed in Dance, Brooklyn, and related theater and art forms. Must be a self-starter, responsible, well-organized, detail oriented, proactive, punctual, community-minded, largely unflappable, a multi-tasker, computer savvy, a progressive team player, able to work productively on own with minimal supervision and have good common horse sense. Individuals with a strong work ethic and a 'roll up yer sleeves and get the job done' attitude are particularly appreciated.

Duties include: being active liaison between Faculty, Students, Staff, Artists and STH Artistic Director; answering and returning phone calls and emails; updating website; coordinating schedules, spaces, programs and activities; managing volunteers; and making sure classes, outside space rentals, and all other day to day studio business runs smoothly. Experience with Mind/Body and Mailchimp software helpful.

Currently, we are seeking a part-time administrator to work apr. 20 hours per week, Monday through Friday, 3:00-6:30pm plus occasion additional weekend hours during performances and special events throughout the year.

Local Brooklyn residents preferred. NOTE: as much as we love performers, we are seeking an individual to add to our office staff who has a steady, predictable weekly schedule, and who is not auditioning and/or touring anymore.

Applicants should drop off or send 1) a letter of interest 2) a resume and 3) three current work references to:

Spoke the Hub Dancing, Inc.
Attention: Elise Long
748 Union Street
Brooklyn, NY 11215-1209

NO PHONE CALLS PLEASE

Spoke the Hub
748 Union Street
Brooklyn, NY, 11215
7184083234
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For more information:
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[< back](#)

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