

Thursday, May 27, 2021

## Eryc Taylor Dance Seeking Administrator

Company: Eryc Taylor Dance, Inc.

Location: New York, NY

Compensation: \$22/hour or commensurate with experience

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Nikola Bradonjic

Eryc Taylor Dance (ETD) is seeking a Lead Administrator for Eryc Taylor Dance & ETD Outreach

ETD is currently looking for an experienced Administrator to help us grow the company and oversee our ever-increasing administrative needs!

- Offering remote work & flexible hours
- Minimum 1 year contract
- Compensation: \$22/hour or commensurate with experience
- This is a contractor position available for immediate hire

### What you'll be doing:

- Communications for ETD & ETD Outreach
- Workshop Scheduling and Logistics; Keeping track of cancellations, substitutes, and anything else that may come up
- Point of Contact for all ETD Outreach Instructors and Housing Network Site Directors
- Providing administrative assistance to the Founder & Artistic Director, Eryc Taylor
- Working with our Grant Writer to supply/create all necessary company information and logistics
- General Operating tasks such as preparing payroll, past due invoices, contract management, daily data entry, and managing of daily operations
- Record minutes for Board Meeting, Company Meeting, Dance Company Meeting, ETD Outreach Client Meetings, Interviews, etc.
- Keep Annual Budget Report Up-To-Date and track Company expenses
- Manage ETD contractors administrative contractors
- Archive, manage, and track ETD backend software such as Google Drive and Asana
- Manage and track websites and website user data for both etd.nyc and etdoutreach.org
- Assistant in all elements of production from conception to planning to premiere

### What you need:

- 1-2 years experience in an administrative role. Preferably in the performing arts industry
- Familiarity with Google Drive Storage and Workflow (Sharing/Editing)
- Excellent communication skills, including a professional phone and email manner
- Attention to detail, team mentality, and a positive attitude
- Professional presentation
- Tertiary qualifications are preferred but not required (Quickbooks, Excel, Grant Writing, etc)
- Experience working for a Non-Profit is a plus!

This position requires 10-12hrs of weekly dedicated work time and is a mix of in-person and remote work. If you want to help make a difference and feel you meet all the requirements, we want to hear from you!

TO APPLY, PLEASE SEND A DISTINCT COVER LETTER, RESUME, AND AT LEAST TWO PROFESSIONAL REFERENCES TO [ERYC@ETD.NYC](mailto:ERYC@ETD.NYC) WITH THE SUBJECT LINE, **APPLICATION FOR ETD LEAD ADMINISTRATOR POSITION**

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Eryc Taylor Dance, Inc. (est. 2006) is a New York City-based not-for-profit organization with a mission to advance appreciation of movement through creating and presenting original performances, conducting master classes, and curating movement-based community outreach workshops.

Building community through movement, ETD Outreach is a division of Eryc Taylor Dance that works to create positive social change by using dance as a tool to inspire and heal. Our unique initiative works directly with supportive housing sites, hospitals, and community centers throughout Manhattan, Brooklyn, Queens, the Bronx, and beyond to curate movement workshops for vulnerable populations.

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[etd.nyc](http://etd.nyc)

For more information:  
Eryc Taylor  
[eryc@etd.nyc](mailto:eryc@etd.nyc)

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