

Wednesday, June 16, 2021

Admin Assistant for Sun Dae Day Daze, Rockaway dance performances

Company: m i c a
Location: Rockaway Beach , NY
Compensation: \$20/hr

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Sun Dae Day Daze is seeking a freelance Administrative Assistant to start ASAP through mid-September 2021 for a mix of remote & in-person work.

Workload will be about 5 hours a week with additional hours during the weeks of shows on August 29th & September 19th. The Administrative Assistant will primarily work with m i c a, the artist and Jacqui Dugal, project manager while also communicating and coordinating with other artists, crew, and tech.

Must be available:

For weekly team meetings Mondays at 4:00PM - remote, on Zoom

Weekend of August 29th (rain date Sept. 5th)- some in-person tasks in Rockaway Beach

Weekend of September 19th (rain date Sept. 26th)- some in-person tasks in Rockaway Beach

Ideal candidates have experience in the following:

Arts administration/non-profit admin

Fundraising

Producing events

Writing press releases

Working knowledge of Excel/Google sheets

Communicating with performers, crew, and donors.

Social media marketing

Plus

Strong organizational skills

Clear communication skills

Passion for joy and gatherings

Knowledge of and interest in dance performance

Innovative thinker to help us continually grow these events and deepen our mission

Values accessibility, equitable practices, play and joy.

Bonus if you like ice cream!

Compensation: hourly pay \$20/hr

Payment schedule will be discussed and decided upon hiring.

Sun Dae Day Daze A dance performance choreographed and performed by m i c c a utilizing ice cream as a creative palette of play to connect us to our youthful inhibitions. Sun Dae Day Daze is an exclamation of an NYC summer dripping with the collective joy found in our public parks on June 20th, August 29th, and September 19th in Rockaway Beach, NY. [More info here.](#)

m i c c a is a non-binary Rockaway resident, performer, choreographer & creator. They are a platform of possibility to reimagine environments through gathering for movement installations, exclamations. A community driven gatherer offering experiences invested in choice and sensation. We are viscerally genuine, raw & sensual, inclusive and committed to creative accessibility.

To Apply:

Please email sundaedaydaze@gmail.com describing your administrative experience, why you're interested to work with m i c c a and Sun Dae Day Daze with your resume.

Rockaway Beach residents are highly encouraged to apply!

Submissions will be reviewed on a rolling basis.

m i c c a
Rockaway Beach , NY

For more information:
micca
sundaedaydaze@gmail.com

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