

Friday, November 26, 2021

Administrative Assistant

Company: Cornfield Dance

Location: New York, NY

Compensation: Hourly rate based on prior experience

► [Share](#) | [Print](#) | [Download](#)



Cornfield Dance is seeking a proactive, highly organized, detail-oriented arts administrator. This is a part-time position ranging from 5-15 hours per week, depending on the availability of in-person vs. remote work. Flexible schedule is a must; specifics to be determined based on successful candidate's availability. Start date will be December 2021 if possible or can be adjusted based on candidate's availability. Candidates must be NYC-based. In-person availability preferred with possibilities for a mix of remote and in-person.

Cornfield Dance is a small and active dance company under the artistic direction of Ellen Cornfield, a dance artist known for her work as an independent choreographer and for her years working as a dancer with the Merce Cunningham Company. Cornfield Dance has a 30-year legacy, presenting Ellen's work in 8 countries in addition to her extensive work around the United States. Please visit www.cornfielddance.org for more information about the company.

Qualifications

- Experienced and confident arts administrator
- Ability to work directly with Ellen Cornfield on a variety of administrative tasks
- Organized, flexible, and creative
- Strong interpersonal skills
- Strong writing skills
- Insights into the NYC dance community
- Able to balance multiple projects and deadlines
- Able to work independently
- Preferred Experience in: Microsoft Word and Excel, Dropbox, Google Drive, Mailchimp, Quickbooks, and Asana

Position Details

Duties include, but are not limited to:

- FINANCES
 - construct project budgets
 - track all expenses and income
 - track tax deductible donations through fiscal sponsor and compose thank you letters to all donors
- MARKETING AND COMMUNICATIONS
 - compose emails to donors, presenters, collaborators, and other key parties
 - create and send newsletters to Cornfield Dance mailing list using Mailchimp
 - maintain Cornfield Dance Instagram and Facebook accounts
 - maintain Cornfield Dance website as feasible and communicate with web designers when needed

- SCHEDULING

- coordinate dancers' schedules to organize rehearsals
- book rehearsal space

- ORGANIZATION

- organize files and projects
- keep email account cleared
- organize office space

- BOOKING

- research, contact, and follow up with presenters

- GRANTS

- research grants, track deadlines, complete applications

Interviews will begin in early December. First round interviews will be conducted over Zoom and second round interviews will be in-person at our office located in the East Village.

Salary:

Hourly rate based on prior experience.

To apply, please e-mail a resume and cover letter to Zoe Novello at administration@cornfielddance.org, and copy Ellen Cornfield at ellencornfield@cornfielddance.org. Qualified candidates will be contacted for interviews on a rolling basis.

Cornfield Dance
New York, NY, 10009
cornfielddance.org

For more information:
Zoe Novello
administration@cornfielddance.org

[< back](#)

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