

Thursday, December 9, 2021

Programs Manager Dance Entropy/Green Space

Company: Dance Entropy, Inc.

Location: Long Island City, NY

Compensation: Commensurate with Experience

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PROGRAMS MANAGER

Job Description

Dance Entropy/Green Space is seeking a Programs Manager to work closely with the Executive Director performing a wide variety of tasks. This includes varied aspects of the organization's administration:

Performance Programs management: corresponding with Take Root and Fertile Ground artists, managing all marketing, and all other details for these monthly performance programs

Manage/coordinate company outreach

Fundraising

Studio operations: managing the studio calendar and rental bookings

Website maintenance

Third party ticketing maintenance and coordination

Office and studio tasks

Attendance at events as needed

Qualifications

Applicants must have a strong attention to detail and excellent organizational skills. Applicant must be enthusiastic, hardworking, flexible, focused with a sharp memory, a good multi-tasker and self-motivated. Strong communication, written and interpersonal skills are essential. Five-years prior administrative experience is required. Knowledge of dance, business and the not-for-profit world are required. Proficiency in Word, Excel, Constant Contact, Network for Good, Squarespace, and Quickbooks.

Hours

Part-time employment, approx. 15-20 hrs/week ONSITE in Long Island City. This is NOT a remote position.

Pay: Commensurate with experience

*Prompt submission is strongly encouraged. Position start date January.

To Apply

Please email cover letter, resume, and references to: Info@DanceEntropy.org

Please include "Programs Manager Position" in subject line

No phone calls please.

Dance Entropy, Inc. is an equal opportunity employer.

About Dance Entropy

Founded in 1998, Valerie Green/Dance Entropy (VG/DE) believes in humanizing movement, both in Ms. Green's critically acclaimed choreographic work and the company's mission to plant creative seeds in communities across the world. Intersecting mortal and transcendent, sensual and sophisticated, visceral and self-aware, VG/DE invites the artist, the audience—the human—into a compelling, physical experience. Based out of its home studio, Green Space in Queens, NY, VG/DE combines performance and specialized outreach programs to inspire communities in cultural institutions throughout the world. As a professional nonprofit dance company, the communities we engage with have included at risk youth, adolescents, trauma survivors, the disabled, senior citizens and aspiring/professional dancers.

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