

Monday, January 10, 2022

Administrative Assistant (part-time)

Company: Jazz Is... Dance Project
Compensation: \$20/hour

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Seeking a part-time Administrative Assistant to support the work of Melanie George and Jazz Is...Dance Project, LaTasha Barnes and The Jazz Continuum, and Michele Byrd-McPhee and Ladies of Hip-Hop, as well as shared dance projects.

The commitment is approximately 40-60 hours per month. The Administrative Assistant will carry out their work remotely, maintaining consistent communication with each entity by text, phone calls, and email.

The Administrative Assistant will be responsible for:

- Calendar scheduling
- Updates to JazzDanceDirect.com and LaTashaBarnes.com
- Administrative support for Jazz Is... Dance Project's The Woodshed 2022
- Administrative & lite production support to The Jazz Continuum 2022-2023
- Social media management
- Communications support with university/institutional offices and programs

Skills and Qualities

- Previous administrative experience
- Ability to work autonomously and self-start
- Strong time management and organizational skills
- Ability to multitask and maintain a low-stress demeanor
- Excellent verbal and written communication skills
- Ability to anticipate problems and propose solutions.
- Discretion and confidentiality
- Ability to receive constructive feedback
- Remarkable attention to detail
- Experience with Microsoft Office, Apple Calendar, Zoom, Google Docs, Google Drive, and Dropbox applications
- Ability to master simple video and audio editing software

Preferred Skills (not required)

- Experience in the arts
- Previous administrative experience
- Familiarity with university systems
- Light bookkeeping experience
- Light graphic design experience
- Grant writing experience

[Click here to apply](https://forms.gle/8naqpcvWMrG8ip1i8) | Link: <https://forms.gle/8naqpcvWMrG8ip1i8>

About Melanie George

Melanie George is a dramaturg, educator, choreographer, and scholar. She is the founder of Jazz Is... Dance Project, and an Associate Curator and Director of Artist Initiatives at Jacob's Pillow. Visit melaniegeorge.org for further information.

About LaTasha Barnes

LaTasha Barnes is an internationally recognized and awarded dance artist, educator (Asst. Prof of Dance ASU), and tradition-bearer of Black American Social Dance. Currently operating between New York and Phoenix, Barnes' expansive artistic, competitive, and performative skills have made her a frequent collaborator to arts organizations around the world. She is also honored to serve on the Brain Trust guiding the ground-breaking stage production SW!NG OUT, as well as the visionary creator and Artistic Director of the critically acclaimed intergenerational and intercommunal cultural arts experience 'The Jazz Continuum'. Visit www.latashabarnes.com to learn more about her journey, achievements and cultural efforts.

About Michele Byrd-McPhee

A tireless advocate for girls and women, Michele Byrd-McPhee is the founder and Executive Director of Ladies of Hip-Hop (LOHH) is a nonprofit organization that provides artistic opportunities for girls & women in Hip-Hop culture. Through female-powered workshops, performances, public talks, and professional development training, LOHH is educating and cultivating Hip-Hop's next generation of female leaders. www.ladiesofhiphop.com

Jazz Is... Dance Project

For more information:
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