

Monday, January 3, 2022

Dance Entropy/Green Space Programs Manager

Company: Dance Entropy, Inc.

Location: Long Island City, NY

Compensation: Competitive Hourly Rate

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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: for resident company and studio performance programs
- Manage/coordinate company outreach
- Fundraising Assistance
- General Studio operations
- Website maintenance
- Third party ticketing maintenance and coordination
- Office and studio tasks
- Attendance at events as needed
- Social Media

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, 10-15 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 immediate.

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.

Dance Entropy, Inc.
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www.danceentropy.org and www.GreenSpaceStudio.org

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