

Friday, July 1, 2022

Administrative Assistant - Boston Dance Theater

Company: Boston Dance Theater
Location: Medford, MA
Compensation: \$15/hr

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Photo courtesy of Boston Dance Theater

Boston Dance Theater (BDT) seeks an Administrative Assistant (AA) to the Founder and Co-Artistic Director, Jessie Jeanne Stinnett. Working closely with the Director, the AA will be responsible for the upkeep of key organizational operations including but not limited to: schedule management, bookings, donor communications, artist liaison, and fundraising follow up. A successful AA will be a detail oriented, self-starter, prepared to work within the intensive start-up environment of our rapidly growing contemporary dance company. This is a part-time position with variable weekly hours dictated by administrative workload; this position is paid hourly. Flexibility and excellent time management skills are essential. If accepted, applicants must be available to begin the onboarding experience in July/August of 2022.

?For more information and how to apply, visit our website: <https://www.bostondancetheater.com/jobs>.

AVAILABILITY

Monday-Friday 9am-1pm

Attendance at all BDT scheduled events

1-3 hours of weekly staff meeting with BDT Founder/Co-Director?

Boston Dance Theater
64 Hillsdale Rd
Medford, MA, 02155
(603) 867-0763
<https://www.bostondancetheater.com/>

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