

Tuesday, August 9, 2022

Administrative Liaison

Company: Pony Box Dance Theatre
Location: NY, NY
Compensation: Depends on Experience

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Nir Arieli

Are you organized, reliable and able to commit 10-20 hours weekly to help Manhattan based organization with emails, travel arrangements, promotions? WE need you!

Who is Pony Box Dance?

Pony Box Dance Theatre is the umbrella name for our bi-coastal nonprofit arts organization whose mission is to share the joy and healing power of dance with everyone.

With only a few student dancers, Jamie Carabetta launched Pony Box Dance Theatre in Los Angeles County in 2012. Today, the organization has grown into a national organization, recognized for both its award-winning New York-based dance company and its significant education and community programs in Los Angeles and New York. In 2019, Pony Box proudly served over 5000 youth and women.

COMPANY

Comprised of diverse male-identifying artists, the troupe's performances are recognized for their physically powerful, visually compelling and soulful aesthetic.

Led by visionary founder and Artistic Director Jamie Carabetta, the company presents an annual season in New York City and Los Angeles and regularly tours throughout the United States and internationally. Audiences are drawn to the joyful optimism and immediacy of Pony Box's performances. The company has produced a number of notable works in its history, with recent premieres by choreographers Yoshito Sakuraba and Norbert de la Cruz

Opportunity

We are looking to hire a dynamic person willing to jump in and assist with project coordination and general operating support. Project tasks include monitoring the day-to-day operations, serving as a spokesperson with presenting organizations, liaising with the donors, artists and other staff, creating and managing internal systems. This position reports directly to Executive Artistic Director. The administrative liaison will be an integral part of our team, working across initiatives toward successful program delivery.

All candidates will be expected to have access to a computer and the internet to perform requested tasks.

Key Role and Responsibilities

Manage "onboarding" of new artists, engage with our current artists to coordinate all contract issuing

Arrange all travel for company members and staff for touring, including airfare, hotel, per diem, and ground transportation.

Maintain, distribute and update the annual dancer calendar, artist contact information, and dancer handbook.

Compile and distribute contracts for technical theater designers and artists.

Process artist payments including per diem as outlined in their agreements.

Operate as the point of contact for performance inquiries

Maintain company files and emails

Qualifications

Experience in schedule planning

Ability to identify and mitigate potential problems

Ability to self manage and initiate projects

Ability to make decisions and solve problems

Ability to manage multiple tasks simultaneously

Preferred Skills

MSWord / Excel spreadsheet skills

Excellent written and verbal communication and interpersonal skills

Experience in a non-profit administrative support role is a plus, but willing to train the right person

Application Instructions:

Please submit a cover letter, three references, and a resume to company@ponyboxdance.org. Please use the subject line: Admin Liaison. In your cover letter, please answer the following questions:

Why are you interested in working for PBDT?

How do your specific skills and experience make you uniquely qualified to serve as Pony Box Dance Administrative Liaison?

Tasks would be both in person and virtual with some flexibility

Pony Box Dance Theatre
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