

Tuesday, April 9, 2024

Open Position for Administrative Director - Cornfield Dance

Company: Cornfield Dance Company
 Location: New York, NY
 Compensation: \$35-\$40/hour

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ADMINISTRATIVE DIRECTOR

Cornfield Dance is seeking an experienced, proactive, and organized arts administrator to serve as the director of our administrative operations. The candidate's role will be focusing administrative workflow, expanding artistic reach and visibility, and spearheading strategic planning. We are looking for someone interested in bringing their talents and experience to a well-respected and vibrant dance company entering a new phase of artistic excellence, as we prepare for our 2025 season. This part-time position will be a guaranteed minimum of 20 hours a month up to 40 hours, depending on amount of work needed, and the requirements and availability of the applicant. This job will be a combination of remote and in-person work that will take place at our East Village office location. Start date will be as soon as possible, though this date can be adjusted as needed.

Cornfield Dance is an active dance company under the artistic direction of Ellen Cornfield, a dance artist known for her 40-year history of creating elegant, quirky choreography, and for her spirited dancing as a member of the Merce Cunningham Company. Cornfield Dance has performed and taught in 8 countries, including throughout the United States, Europe, and Japan. Please visit www.cornfelddance.org for more information.

Qualifications

Executive arts administration experience required, minimum 3 years

Ability to work directly with Ellen Cornfield and existing administrative team

Organized, flexible, and creative

Strong interpersonal skills

Strong writing skills

Able to balance multiple projects and deadlines

Able to work independently

Preferred Experience in: Microsoft Word and Excel, Dropbox, Google Drive, Mailchimp, Quickbooks, and Asana

Insights into the NYC dance community a plus

Position Details

We are in the process of restructuring our administrative team, so specific duties will be assigned when the full team is in place. Duties may include, but not be limited to:

ADMINISTRATIVE MANAGEMENT

- oversight and direction of daily administrative workflow
- strategic planning
- expand the artistic reach of the company

FINANCES

- develop budgets
- manage and develop donor base
- oversee income and expense record keeping

MARKETING AND COMMUNICATIONS

- manage and organize address base
- collaborate on scheduled mailings through MailChimp

GRANTS

- research grants, track deadlines, complete applications

BOOKING

- research and develop booking relationships
- assist with APAP presentation for 2025

MISCELLANEOUS

- coordinate production elements
- create calendar of deadlines

Interviews will occur on a rolling basis, beginning the week of April 15th. First round of interviews will be conducted over Zoom and the second round will be held in-person at our East Village office.

Salary:

Hourly rate begins at \$35-\$40, or open to negotiation based on work experience and salary history.

To apply, please e-mail a resume and cover letter to Jay Beardsley at jay@cornfielddance.org, and COPY Ellen Cornfield at ellencornfield@cornfielddance.org. Qualified candidates will be contacted for interviews.

Cornfield Dance Company
New York, NY, 10009
cornfielddance.org

For more information:
Jay Beardsley
jay@cornfielddance.org

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