

Wednesday, June 11, 2025

## Assistant to the Executive Director

Company: The Joyce Theater Foundation

Location: New York, NY

Compensation: \$50,000 - \$55,000

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### Assistant to the Executive Director

The Joyce Theater Foundation, the country's leading dance presenting organization, seeks an Assistant to the Executive Director. The Assistant to the Executive Director provides high-level administrative support to the Executive Director (E.D.) and plays a critical role in ensuring the efficient operation of the Executive Office. This position supports a wide range of functions, including calendar management, correspondence, project coordination, and stakeholder communication. The Assistant to the Executive Director also serves as a liaison between the Executive Director and internal departments, external partners, and key stakeholders. An Equal Opportunity and Affirmative Action Employer, The Joyce Theater is committed to an inclusive work environment.

For more information and to apply, please click here:

<https://joycetheatresystem.bamboohr.com/careers/89?source=aWQ9MzU%3D>

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