

Thursday, January 15, 2026

Cornfield Dance Seeking Administrative Director

Company: Cornfield Dance

Location: New York City, NY

Compensation: \$30-\$35 (negotiable with commensurate experience)

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Based in New York City | Part-Time | Hybrid-Remote

Cornfield Dance seeks an experienced, proactive, and organized Director of Administrative Operations to support the company's daily operations, visibility, and strategic planning. Ideal candidates will be eager to bring their talents and knowledge to this respected and vibrant dance company as we enter a new phase of artistic excellence in our 2026 season.

Cornfield Dance is an active dance company under the artistic direction of Ellen Cornfield, an artist known for her 40-year career 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. For more information please visit: www.cornfielddance.org

Cornfield Dance is currently reorganizing administrative tasks among staff members, as such the below description is subject to amendment.

Experience with grant writing and ability to strategize and coordinate all the administrative activities with the staff are of particular importance

Director of Administrative Operations responsibilities may include, but are not limited to the following:

ADMINISTRATIVE MANAGEMENT

- Oversight and direction of daily administrative tasks
- Management of the company calendar
- Coordination of communication for rehearsals, performances, touring, special events, and engagements
- Preparation and management of contracts for dancers, collaborators, and guest artists
- Aid in coordination of auditions, company events, and outside studio rentals, including production elements and collaborators
- Strategic planning

FINANCES

- Develop budgets
- Manage and expand donor base
- Oversee income and expense record keeping

MARKETING AND COMMUNICATIONS

- Manage and organize address base
- Collaborate on scheduled mailings through MailChimp

GRANTS

- Research grant opportunities
- Track deadlines
- Complete applications in conjunction with Ellen Cornfield

BOOKING

- Research and develop booking relationships for performances, tours, residencies, etc.
- Assist with presentations during the 2026 season

QUALIFICATIONS

- Executive arts administration experience required (minimum 3 years)
- Ability to work directly with Ellen Cornfield and existing administrative team
- Strong organizational, interpersonal, communication and writing skills
- Passion for collaborative and creative work
- Able to balance multiple projects and deadlines
- Able to work independently
- Proficiency in: Microsoft Word and Excel, Dropbox, Google Drive, Mailchimp, Quickbooks, and Asana -
- Preferred: familiarity with Canva and video editing
- Preferred: insights into the NYC dance community

POSITION DETAILS:

EMPLOYMENT STATUS

- Part-time: guaranteed 20 hours per month with a maximum of 40 hours per month (subject to necessary time to complete the position's requirements, fluctuations in the company's activity and associated needs throughout the year, and the availability of the applicant).
- Remote/hybrid: Saturday availability twice a month required, for an in-person work session at our East Village office location

-Hourly rate: \$30-\$35 (negotiable with commensurate experience)

APPLICATION INSTRUCTIONS:

Start date: as soon as possible (adjustment is negotiable as needed)

The position will remain open until filled

-To apply, please e-mail a resume and cover letter to info@cornfielddance.org and copy Ellen Cornfield at ellencornfield@cornfielddance.org.

-Interviews will occur on a rolling basis. The first round of interviews will be conducted over Zoom and the second round will be held in-person at our East Village office

Cornfield Dance
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<https://www.cornfielddance.org/index>

For more information:
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[< back](#)

[previous listing](#) • [next listing](#)