

administration



Category:

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PLACE LISTINGS OR PURCHASE ADS

September 12, 2022

Seeking Arts Admin Intern

VashtiDance Theater is seeking an Arts Admin Intern to begin immediately. As an Arts Admin Intern with VashtiDance Theater, the ideal candidate will gain experience in arts administration with a performing arts company and learn skills in arts business and management. Some of the duties of the Arts Admin Intern include but are not limited to... Creating and maintaining emailing lists for audience,...

August 26, 2022

Finance and Budgeting Account Manager

ArtsPool is an organization that is passionate about providing affordable financial management, workforce administration, and compliance support to nonprofit arts organizations. We believe our mission is providing excellence in these support areas to allow Arts organizations to focus on what they do best - create! We are looking for a skilled Budgeting and Financial Maintenance professional...



August 26, 2022

Studio Coordinator & Administrative Assistant

STUDIO COORDINATOR & ADMINISTRATIVE ASSISTANT Position Summary: Battery Dance seeks a Studio Coordinator & Administrative Assistant to join its talented team. Responsibilities include the management of Battery Dance's Studio Share program, assistance in development tasks as well as coordination of the Company's meeting schedule. In addition, the Studio Coordinator & Administrative Assistant...



August 25, 2022

A.I.M - General Manager

ABOUT THE OPPORTUNITY A.I.M by Kyle Abraham seeks a highly organized and experienced General Manager (GM) to join its leadership team. Following the strategic direction set by both the Executive Director and Artistic Director, The GM is responsible for leading and executing the smooth day-to-day operation of administrative and financial procedures across the organization, with an emphasis on performance...



August 24, 2022

Work Exchange Program: Studio & Class Access!

START DATE: September 2022 ORGANIZATIONAL BACKGROUND: Dancewave provides access to supportive and empowering dance experiences that center social, emotional and cognitive development through movement. Developing programs to meet community needs, we use dance as a vehicle for transformation, expression, active citizenship and self-reflection. We engage our diverse audience through an expansive platform...



August 22, 2022

Artichoke Dance Company seeks a Fall Intern!

Are you interested in the arts, dance, activism, and entrepreneurship? Do you feel passionate about climate justice and community engagement? This internship may be for you! Artichoke Dance Company is a national leader in eco-arts performance and climate action. Based in New York City, we are known for innovative and engaging performances paired with environmental activism, education, community...



August 16, 2022

Operations Manager (Part-Time/Remote)

Hours: 12-20 hours/week Introduction At Everybody Dance Now! (EDN!), we promote equity, empowerment, and healing through arts and learning. EDN! is a nonprofit organization that - through dance - supports young people to cultivate self-esteem, establish healthy lifestyles, channel energy through creative outlets, promote a sense of belonging, and expand perspectives through community service...



August 16, 2022

Manager, Communications and Administration

The Performing Arts Alliance (PAA) seeks a Manager, Communications and Administration to support the national advocacy



organization's work to advance movement building for systemic change in the performing arts field, including creative workforce development, increased public investment in the arts, and centering racial and cultural justice in public policy. The Manager is an effective communicator...