

FOR ARTISTS

Listings

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PLACE LISTINGS OR PURCHASE ADS

March 31, 2016

Development

Job Hiring & College Interns Needed! Here's a little about (CO) Creative Outlet Jamel Gaines' Creative Outlet Dance Theatre of Brooklyn is a world-renowned dance company dedicated to enriching our communities through artistic excellence. Our company has been lauded internationally and nationally for the "richness of dance tone" and "contagious vitality" of its productions. Creative Outlet's...



March 31, 2016

Theater Manager at Peridance

Peridance Capezio Center is seeking a Theater Manager for the Salvatore Capezio Theater, for immediate hire. Manager must be available to work on weekends as well as 2-3 days a week in the office. The Salvatore Capezio Theater is a small, fully equipped black-box theater, seating 142. Performances take place on weekends only (Saturday night and Sunday) with Tech/Dress rehearsals generally on Friday...



March 30, 2016

Secondary Positions

SECONDARY POSITIONS Office Aide - Compile, sort and verify the accuracy of data before it is entered. Maintain logs of activities and completes work. Read source documents and enter data specific data fields onto entry systems. Maintenance - Cleans and inspects buildings equipment. Handle routine restocking of inventory. Collect and dispose all rubbish. Assist with moving equipment from storage...



March 30, 2016

Marketing and Outreach/Front Desk Assistance

Marketing and Outreach/Front Desk Assistance Reports to: Studio Administrator General Job Description: Front desk: to run the front sign in and sign out desk answering telephones, taking accurate messages and responding to caller inquiries for tuition, show dates and dance schedules. and responding to inquiries and obtaining information for company members, guests, parents and other interested parties;...



March 30, 2016

Institutional Development Assistant

Institutional Development Assistant Reports to: Executive Artistic Director General Job Description: focus on communications, marketing and development. Must be an excellent writer, have superb interpersonal skills, ability to multitask, work independently, and to be a self-starter.. Thinking creatively to grow UDA's three pillars: 1) audience/press for the professional company and performances 2)...



March 30, 2016

Program Assistant

Job Title: Program Assistant Reports to: Executive Artistic Director General Job Description: Act as executive administrative assistant to EAD Schedule. Coordinate, and assist with oversight and coordination of logistics regarding Internships, Parent Assistance Program and Parent Association Schedule and coordinate monthly staff and parent meetings Co-write and enforce studio policy Train...



March 30, 2016

Studio Administrator

Job Title: Studio Administrator Reports to: Managing Director General Job Description: The Studio Administrator is responsible for



the overall administration of the Training Activities and for supporting the EAD and Managing Director ADMINISTRATIVE DUTIES & OFFICE OPERATIONS Assist the EAD, and Managing Director in Daily operations of the Academy, including calls to parents, booking faculty...

March 30, 2016

Managing Director

Job Title: Managing Director Reports to: Executive Artistic Director (EAD) General Job Description: Works in concert with the EAD to be responsible for the Business Development and implementation of all 5 Programs Please Email cover letter and resume to uptowndanceacdemyuda@gmail.com, or mail to Uptown Dance Academy, 1425 Amsterdaym Avenue, Suite 5G, NY, NY 10027 OPERATIONS Oversee the implementation...

