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administration



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PLACE LISTINGS OR PURCHASE ADS

May 31, 2018

Fall Apprenticeship Program

NEW YORK CITY CENTER FALL ADMINISTRATIVE APPRENTICESHIP PROGRAM City Center is committed to training the next generation of arts professionals. We are currently searching for creative, passionate, early-career individuals to apprentice in Education, Development, and Marketing. Aiming to reflect the diversity of New York City, we encourage applicants with a unique perspective inclusive of race, color,...



May 31, 2018

Stephen Petronio Company - Administrative Associate

Stephen Petronio Company, a New York-based, internationally-renowned, non-profit contemporary dance company, seeks a new team member. The candidate should be a self-motivated, independent thinker that is also a well-rounded, dynamic, detail-oriented individual. Overview The Administrative Associate, a crucial member of this small, but expanding and vibrant non-profit performing arts organization,...



May 30, 2018

HIRING! Development Associate

Movement Research is hiring! Applications will be reviewed on a rolling basis beginning May 31, 2018. The paid training period will take place June 11–29. The official employment start date is July 1, 2018. Development Associate is a 20–25 hour/week, part-time hourly position at Movement Research. Compensation is \$17/hour. As part of the compensation package, employee also receives the benefit...

May 23, 2018

Development Assistant

Job Description: Ballet Tech seeks a Development Assistant to provide administrative support in the fundraising office. Reporting to the Director of Development, the Development Assistant participates in all fundraising activities including individual and institutional giving, direct mail appeals, and special events. Responsibilities: Process donations and prepare acknowledgement letters and other...



May 23, 2018

EDUCATION MANAGER, TEACHING & LEARNING

POSITION SUMMARY This position is responsible for overseeing the development of curriculum for all in-school programs and the cultivation of City Center's teaching artist ensemble. In addition, the Education Manager manages both the administrative and creative apprenticeship programs. This position reports to the Director of Education & Community Engagement. RESPONSIBILITIES In-School Programs Manage...

May 16, 2018

Community Arts Partnerships Director

The Community Arts Partnerships (CAP) Director is responsible for the direction and oversight of all artistic and administrative aspects of Ballet Hispanico's community arts programs. This includes partnerships with local and national schools and communities. A member of Ballet Hispanico's senior leadership team, this position reports to the Artistic Director / CEO and oversees a team of two...

May 15, 2018

Executive Director, Dance Heginbotham

DANCE HEGINBOTHAM Executive Director Job Description Posted: May 14, 2018 Last Day to Apply: June 15, 2018 To apply, please send a cover letter and resume to info@danceheginbotham.org. Dance Heginbotham The mission of Dance Heginbotham (DH) is to move people through dance. DH is a New York-based contemporary dance company committed to supporting, producing and sustaining the work of choreographer...



May 11, 2018

Administrative Intern Part Time

Jonah Bokaer Arts Foundation (formerly Jonah Bokaer Choreography, and Chez Bushwick Inc.) is a local, state, national, and international laboratory for interdisciplinary dance, art, and live performance, operating the work of Jonah Bokaer in the United States and abroad. The Foundation also operates rehearsal and performance facilities in Bushwick, Williamsburg, and Hudson, NY. We are seeking talented,...



