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administration



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April 11, 2016

[Fiscal Associate at Pentacle!](#)

Job Position: Fiscal Associate Pentacle is a not-for-profit management support organization for small and mid-sized companies and project-based artists working in dance and theater. Pentacle's mission is to provide these communities with flexible and affordable management support in a sustained way, on an expert level, and at an affordable price. Pentacle's Fiscal Services department is seeking...



April 6, 2016

[Internship at the Florida Dance Festival](#)

Florida Dance Festival June 17 - 25, 2016 Hosted by: University of South Florida School of Theatre and Dance The Florida Dance Association is seeking interns for the 2016 Florida Dance Festival in Administration, Marketing, Technical Theater, and Theater House. Depending upon the position, interns will be awarded a partial or full scholarship to the Florida Dance Festival. As a Florida...

April 4, 2016

[Arts Admin Internship with Pentacle for Summer 2016](#)

Pentacle's Cultivating Leadership in Dance provides an unparalleled opportunity for interns to receive the benefits of a structured internship program, while working intimately with dance artists/choreographers and non-profit organizations. Pentacle matches interns with participating companies, working with them to create a program experience that is rewarding and useful to both the company...



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 uptowndanceacademyuda@gmail.com, or mail to Uptown Dance Academy, 1425 Amsterdam Avenue, Suite 5G, NY, NY 10027
OPERATIONS Oversee the implementation...