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administration



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November 9, 2015

[Administrative Associate | Stephen Petronio Company](#)

Administrative Associate Stephen Petronio Company Full-time: 40 hours per week Starting December 1 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, and detail-oriented individual. Overview This full-time position...



October 29, 2015

[Online Marketing and Outreach Intern](#)

Job Description: BAX/Brooklyn Arts Exchange is seeking a self-motivated, organized individual with an interest in online marketing. A successful Marketing & Communications Intern will assist the Marketing & Communications staff in the development, implementation and tracking of BAX's online marketing strategies. This is the perfect opportunity for a college student with an interest in online...

October 22, 2015

[RudduR Dance Seeks Administrative Intern for Immediate Hire](#)

RudduR Dance is a nonprofit contemporary ballet company in its inaugural season. We are seeking college students and graduates interested in obtaining hands-on experience in arts administration for fall and spring internships. Internships are unpaid with the opportunity to grow into a paid position and can be taken for academic credit.. Willing to write exit review/evaluation. Responsibilities: Support...



October 7, 2015

[Program Manager, Arts Program](#)

Primary Function: Manage projects and programs under supervision of Program Lead. Specific focus will depend on individual expertise and Program needs, but will include advancing signature initiatives supporting small and mid-size organizations, public art, and digital innovation in the U.S. and internationally. Responsibilities: Manage day-to-day progress on assigned projects...

September 30, 2015

[Manager of Individual Giving](#)

Ballet Hispanico seeks an energetic and experienced Manager of Individual Giving. Reporting to the Chief Development Officer, along with the Manager of Institutional Giving and the Development Assistant, the Manager of Individual Giving plays a vital role in creating and implementing a robust fundraising strategy. The Manager of Individual Giving's primary responsibilities include day-to-day...

September 25, 2015

[Internship Opportunity with BodyStories: Teresa Fellion Dance](#)

BodyStories: Teresa Fellion Dance is hiring interns for Spring and Summer Semesters 2016. Interns must be motivated to work on administrative and/or production tasks, and learn about the operations of a non-profit performing arts organization. Interns will focus on marketing, media, booking, development, design, or education, and will assist with preparations for the company's 2016 performances and...



September 23, 2015

[Shen Wei Dance Arts Marketing Development and Management Internships](#)

Shen Wei Dance Arts (SWDA) is an internationally renowned contemporary dance company under the direction of the Chinese-born, American choreographer and visual artist Shen Wei. The interdisciplinary, culture-bridging, movement-based work Shen Wei makes for his company draws on influences as varied as traditional Chinese culture and arts; European surrealism; American high modernism; and the ritual...



September 16, 2015

[Jennifer Muller/The Works - Administration, Social Media and Video Internships](#)

About the company: Jennifer Muller/The Works is a dance company based in Manhattan, and has performed in 39 countries on four continents, 30 states, and has self-produced 24 New York City seasons. The Works is celebrating its 40th year of presenting the unique spirit of its performances to world audiences, educating youth and serving the community with vital outreach. Founder



