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administration



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April 23, 2015

[DanceDrama Part-time Intern Positions available for: Development and Marketing & Videographer/Media Production](#)



Anabella Lenzu/DanceDrama Part-time Intern Positions available for: Development and Marketing & Videographer/Media Production AL/DD offers stimulating internship opportunities for someone seeking experience in arts administration, development, media and marketing. The intern will gain experience in operations, marketing, public relations, archiving and production within a small yet very active professional...

April 14, 2015

[Time Lapse Dance Seeks Intern](#)



Jody Sperling/Time Lapse Dance (www.timelapsdance.com) seeks part-time intern to start immediately. The intern will have the opportunity to assist with all aspects of production leading up to the company's NYC season June 20-21. The intern will learn about marketing, promotion, fundraising, web development, social media integration, booking and administration. The position would include assisting...

April 7, 2015

[Front Desk Administrator](#)

The Feldenkrais Institute of New York is looking to fill one front desk administrative position. The ideal candidate would have superior customer service skills, exceptional organizational abilities, strong work ethic, ability to balance multiple competing demands, and work well under pressure. Qualifications Bachelor's Degree or its equivalent 2-5 years' experience in administration Strong...

April 6, 2015

[BAX Youth Education Administrative Intern Summer 2015](#)

BAX/Brooklyn Arts Exchange is a community based performing arts center dedicated to developing artists of all ages from children to professionals. BAX Youth Arts Education provides expert instruction in building technical skills in dance, tumbling, and theater with an emphasis on cultivating creative expression. Working with professional performing arts faculty, BAX students develop improvisation,...

April 5, 2015

[Summer Intern for the Vanessa Long Dance Company](#)



The Vanessa Long Dance Company is seeking an summer intern focused towards Development and Administration. Primary responsibilities include donation tracking, grant applications, Assisting with possible tour, sending out newsletters to company followers, Maintaining social media, assistance in fundraising and marketing, organizing donor events and the annual fundraising gala; assist in preparing grant...

April 3, 2015

[Administrative Assistant](#)

Physical Therapy & Feldenkrais NYC is a unique office that specializes in implementing the Feldenkrais Method in a physical therapy setting. We are looking for a multi-talented person with a great personality to fill a long-term full time administrative assistant position. The ideal candidate has superior customer service skills, exceptional organizational abilities, and a strong work ethic. Responsibilities...

March 23, 2015

[Part-Time Administrative Assistant, Buglisi Dance Theatre](#)



Buglisi Dance Theatre, Jacquelyn Buglisi Artistic Director, is a premier contemporary dance company located in the heart of Times Square in The New 42 Street Studios. The part-time administrative assistant position involves assisting in the coordination of NYC performance seasons, touring, educational outreach and The Table of Silence Project 9/11, a site-specific performance ritual held on the Josie...

March 19, 2015

[Gibney Dance - Center Internship](#)

Gibney Dance offers the opportunity to earn free dance classes with some of the field's most exciting teachers while gaining exposure to a fast-paced arts-administration environment. Through ongoing managerial support and feedback, as well as other professional development

