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PLACE LISTINGS OR PURCHASE ADS

October 30, 2023

### Administrative Assistant

ADMINISTRATIVE ASSISTANT Cornfield Dance is seeking a proactive, highly organized, detail-oriented arts administrator. This is a part-time position ranging from 4-10 hours per week, depending on work needed. Earliest start date will be November 2023, though we are open to adjusting for the right candidate. This job will be a mix of remote and in-person work, and begin start part-time with the...

October 25, 2023

### Social Media Assistant

SOCIAL MEDIA ASSISTANT Job Opportunity (p/t temporary) \$20/hour I seek a P/T REMOTE temporary Social Media Assistant to cover all aspects of social media (LinkedIn/Facebook/Instagram) marketing for my fitness classes, creative aging in dance teaching, updating my Fitness Empowerment (squarespace) website including my blog, my EFT Tapping sessions and other independent projects. I seek an excellent...

October 21, 2023

### Fundraising Consultant

October 20, 2023 Dance NJ is seeking a FUNDRAISING CONSULTANT, who will be responsible for identifying potential sponsors and event donors, as well as securing their support. Dance NJ is specifically interested in corporate donors for specific key events; therefore, event specific fundraising experience is essential. Responsibilities will also include creating and sending out proposals. Experience...



October 20, 2023

### MOVE|NYC| is Hiring a Development Manager!

Inspired by the rise of the Black Lives Matter movement in 2013 and founded in 2015, MOVE|NYC| is a leading-edge arts and social justice organization whose mission is to cultivate greater diversity and equity within the dance profession and beyond. MOVE|NYC| has grown rapidly in the past 8 years, expanding from a singular 3-week, tuition-free Summer Dance Intensive serving 30 young dancers in NYC to...

September 12, 2023

### Looking for an administrative assistant for about 10 hours per month

Marie-Christine Giordano Dance is looking for an administrative assistant to help with emails, planning events, social media, and filing. Some work can easily be done remote. Flexible schedule. Apply if you are detail oriented, punctual, flexible, and a fast learner. Send me your resumé (the administrative one) at [info@mcgdance.org](mailto:info@mcgdance.org)...

September 11, 2023

### Company Advancement Associate

Part-time, 25-30 hours/week (flexible) As the Trocks look forward to celebrating their 50th anniversary in 2024 with a robust calendar of cultural activities, dance performances and special events, we are expanding our staff with the creation of the Company Advancement Associate position to provide crucial administrative support. The Company Advancement Associate/"CAA" will primarily work with...



August 27, 2023

### Daniel Gwirtzman Dance Company Seeks Artistic Planning Manager

Daniel Gwirtzman Dance Company seeks an Artistic Planning Manager, who would focus primarily on future engagements, liaising with national/international presenters and assisting the Company on a series of events related to the Company's 25th Anniversary 2023-2024 season. Timeframe Beginning in mid-to-late September 2023 and continuing, at minimum, through the end of the calendar year, December 2023,...



August 20, 2023

### Seeking a Program Assistant

VashtiDance Theater is seeking a program assistant who is responsible, motivated, and can commit to assisting with programs for the fall and winter season. The ideal candidate will be detail oriented, able to complete some remote work tasks efficiently as well as in person work on a part-time schedule. The candidate should also be effective at both written and verbal communication, have strong



