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PLACE LISTINGS OR PURCHASE ADS

March 30, 2016

[Alvin Ailey American Dance Theater](#)

The internationally acclaimed Alvin Ailey American Dance Theater (Robert Battle, Artistic Director) will hold auditions for professional dancers of all racial and ethnic backgrounds accomplished in modern, ballet, jazz, Horton and Dunham techniques. Employment will commence Spring 2016. The Company is affiliated with the American Guild of Musical Artists (AGMA). Monday, May 2, 2016 Women: 10:00am Men:...

March 30, 2016

[Secondary Positions](#)

SECONDARY POSITIONS Office Aide - Compile, sort and verify the accuracy of data before it is entered. Maintain logs of activities and completes work. Read source documents and enter data specific data fields onto entry systems. Maintenance - Cleans and inspects buildings equipment. Handle routine restocking of inventory. Collect and dispose all rubbish. Assist with moving equipment from storage...



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...



March 30, 2016

[SEEKING CHOREOGRAPHERS for 'TRANSLATE \(voices of dance\)' on JUNE 29 & 30, 2017 presented by DIXON PLACE / J CHEN PROJECT](#)



SEEKING CHOREOGRAPHERS for 'TRANSLATE (voices of dance)' on JUNE 29 & 30 2017 presented by DIXON PLACE and curated by Jessica Chen of J CHEN PROJECT HOW TO APPLY: Email JCHENPROJECT@GMAIL.COM to request an application. SUBMISSION DEADLINE: April 3, 2017 WHAT IS TRANSLATE: 'TRANSLATE (voices of dance)' is a choreographer's festival presented by Dixon Place and curated by J...
