

Wednesday, December 14, 2011

KDNY Dance Company Administrator

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<style type="text/css"> <!-- /* Font Definitions */ @font-face {font-family:Arial; panose-1:2 11 6 4 2 2 2 2 4; mso-font-charset:0; mso-generic-font-family:auto; mso-font-pitch:variable; mso-font-signature:3 0 0 0 1 0;} @font-face {font-family:Times; panose-1:2 0 5 0 0 0 0 0 0 0; mso-font-charset:0; mso-generic-font-family:auto; mso-font-pitch:variable; mso-font-signature:3 0 0 0 1 0;} @font-face {font-family:Cambria; panose-1:0 0 0 0 0 0 0 0 0 0; mso-font-charset:77; mso-generic-font-family:roman; mso-font-format:other; mso-font-pitch:auto; mso-font-signature:3 0 0 0 1 0;} /* Style Definitions */ p.MsoNormal, li.MsoNormal, div.MsoNormal {mso-style-parent:""; margin-top:0in; margin-right:0in; margin-bottom:10.0pt; margin-left:0in; mso-pagination:widow-orphan; font-size:12.0pt; font-family:"Times New Roman"; mso-ascii-theme-font:minor-latin; mso-fareast-font-family:Cambria; mso-fareast-theme-font:minor-latin; mso-hansi-font-family:Cambria; mso-hansi-theme-font:minor-latin; mso-bidi-font-family:"Times New Roman"; mso-bidi-theme-font:minor-bidi;} a.link, span.MsoHyperlink {color:blue; text-decoration:underline; text-decoration:underline:single;} a:visited, span.MsoHyperlinkFollowed {mso-style-no-show:yes; color:purple; text-decoration:underline; text-decoration:underline:single;} @page Section1 {size:8.5in 11.0in; margin:1.0in 1.25in 1.0in 1.25in; mso-header-margin:.5in; mso-footer-margin:.5in; mso-paper-source:0;} div.Section1 {page:Section1;} --> </style>

KDNY Dance Company is looking for a highly organized individual who possesses administrative experience (preferably in the dance or art community), creativity, the ability to problem solve, multi task, and excellent inter-personal skills. The right candidate must be responsible, reliable, and able to self-manage.

The Administrator will report to the Artistic Director Kathleen Dyer and to the Board of Directors. The Administrator will be responsible for executing the strategic plan for KDNY in partnership with Kathleen Dyer and will oversee KDNY's development fundraising, touring, social media marketing, database management, and scheduling. It is critical that the Company Administrator is passionate about dance and has, or is able to develop, an affinity for the work of KDNY.

Hours: 5-10 hours a week. Hours are flexible. Availability during KDNY rehearsal times M, W, F, 10-2pm preferred. Hourly wage based on experience.

Please see www.kdnydance.com for information about the company.

To apply: Please send letter of interest and resume to info@kdnydance.com

info@kdnydance.com

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