

Wednesday, May 23, 2012

Peridance Capezio Center seeks a full-time paid assistant!

Those who are interested should email Samantha Ringstaff at info@peridance.com and title the email "Assistant Position"

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Job Title(s):

Assistant to the Director of Development and PR

Assistant to the Executive Director of Peridance Contemporary Dance Company

Responsibilities:

This position encompasses a very wide range of duties. As Assistant in the functions of both Development/PR and the dance company, the employee must possess skills to perform at a high level, representing Peridance Capezio Center and Peridance Contemporary Dance Company well. Duties include primarily administrative work and graphic design, and some performance programming/coordination. This is a desk/computer-based position.

Administration: maintaining communications via e-mail and phone; creating written marketing materials including press releases, pitch letters, performance programs, advertisements, media kits, etc.; seeking and applying for festivals, teaching, residencies, and other performance opportunities for the dance company; maintain online event postings; social media use on a regular basis including status updates on Facebook, photo/video/informational posts on Facebook and other sites such as Yelp, regular written blog posts; editing written work.

Design: graphic design for advertisements, both for publication and in-house use; simple movie editing and creation of performance and promotional DVDs.

Arts Programming: assisting with the organization and coordination of all Peridance-produced performances, coordinating video and photo for Peridance-produced performances and events; creating all ad/distribution/internal materials for Peridance-produced performances.

General: answer general inquiries, create design work as required for other office employees, editing the written work of other office employees, coordinating intern/work-study students for supplemental work, anything else needed in the office.

Requirements:

Excellent communication skills both spoken and in writing, the ability to edit written work with a keen eye for detail

Fluency with all Microsoft Office applications on Mac

Fluency or functional ability with Adobe Photoshop and/or Illustrator, Adobe Acrobat Pro, and iMovie/iDVD

Knowledge with social media including Facebook, LinkedIn, Flickr, and blogging

A sociable personality that allows you to work in close proximity to others, get along well with others, be willing to collaborate, and receive and give constructive feedback

Self-motivated with a professional demeanor

Willingness to become very knowledgeable about Peridance Capezio Center and Peridance Contemporary Dance Company so as to confidently answer questions and create work in the aesthetic of the Center/Company

A great appreciation of dance (employee does not have to have experience as a dancer)

Familiarity with the NYC dance scene is a huge plus

Previous experience with PR, especially for dance, is a plus

Schedule:

This is a full-time position with a Monday-Friday 40-hour work week. Daily start and end time somewhat flexible.

Pay is hourly. Vacation time is unpaid.

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