

Thursday, September 27, 2012

Assistant to the Director Position Available

edd@evadeandance.org

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Eva Dean Dance (EDD) has established itself as both a performing and an arts services organization. The mission of Eva Dean Dance is to support and strengthen the presence of dance as a performing art form in New York City and world-wide, to develop and reach diverse audiences for dance, to support the work of other choreographers and dancers, to create and perform the choreography of Eva Dean, and to teach Eva Dean Dance technique and repertory to students representing a wide range of ages, abilities, and cultural backgrounds. In carrying out its mission EDD operates the Subsidized Dance Rehearsal Rental Program at its home, Union Street Dance located in Park Slope, Brooklyn. Union Street Dance's mission is to provide a well-equipped and affordable dance rehearsal space for choreographers and companies working in the greater New York City community.

Eva Dean Dance seeks a part-time Assistant to the Director to help manage the performing and services aspects of the company. Responsibilities include: managing Union Street Dance's Subsidized Rehearsal Rental Program and outside class rentals, supervising work-study staff and interns, managing the fundraising database, assisting Director with the research of potential grants and donors, grant applications, and grant proposals, creating budgets and financial statements for Board meetings and grant reports, creating e-mail marketing campaigns for organization's special events, performances and fundraisers, assisting Director with international tour calendar and bookings.

The ideal candidate is self-motivated, does not require much supervision, and is a team player; technologically savvy, social media literate with great written and verbal communication skills; and proficient in Microsoft Office Suite. Interest in the performing arts, some knowledge of Quickbooks and website maintenance is a plus.

Masters in Arts Administration or similar field preferred.

Position is salaried, permanent; part-time (20 hours/weekly); asking for two-year commitment.

Eva Dean Dance is in a very dynamic place, embarking on an international tour and emerging as a leader in the field of Dance Services. The Assistant to the Director will have the opportunity to expand this position as the company also grows and expands.

To apply, please email edd@evadeandance.org . Include pdf copies of a cover letter and your resume (no word docs please). We will contact you for an interview if we feel your skill set matches well with the organization.

It s highly recommended that you browse EDD's website before sending your request for an interview so that you can have a sense of who we are and what we offer. www.evadeandance.org

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