

Tuesday, September 4, 2012

gabrielle lansner & company seeks Company Administrator

gabrielle lansner gabrielle_lansner_company(at)yahoo.com

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gabrielle lansner & company has been exploring the intersection of dance, theater and film, garnering critical acclaim from the New York City press for all of their innovative productions since 1997. The company creates emotionally complex and layered works that delve into the heart and psyche. In the past three years the company has produced three short films that have screened at film festivals in the US and Europe.

www.gabriellelansner.com

We are seeking a P/T company administrator to work with Artistic Director, Gabrielle Lansner. 5 to 10 hours a week in their Chelsea office.

Help with:

Maintaining Mailing Lists

Mailings

Organizing upcoming Fall Benefit for gl & c

Submitting Films to Festivals

Researching Distribution Opportunities for Short Films

Social Networking

Researching Grants for Film and Dance

Press Releases

And more...

Candidate must have interest and/or knowledge of the NY dance/theater community and independent film.

Have good communication and writing skills.

Be personable, reliable and detail oriented.

Self-Motivated

Must be Computer Proficient (Apple), Excel, Microsoft Word

Knowledge of Adobe Illustrator, Photoshop, Final Cut Pro (Desirable, but not necessary)

Please send a resume to Gabrielle Lansner at [gabrielle_lansner_company\(at\)yahoo.com](mailto:gabrielle_lansner_company(at)yahoo.com) with a cover letter and salary requirement by September 12th.

www.gabriellelansner.com

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