

Monday, May 6, 2013

P/T Adm. Assistant for Dance & Film Co.

[gabrielle_lansner_company\(at\)yahoo.com](mailto:gabrielle_lansner_company(at)yahoo.com)

► [Share](#) | [Print](#) | [Download](#)

gabrielle lansner & company is a critically acclaimed and award winning dance/film company. Seeking an administrative assistant who is knowledgeable about the downtown dance world and interest in independent film.

Excellent computer skills (Mac), writing skills, Quickbooks, Excel, highly organized and self-motivated. Knowledge of Final Cut and Adobe Illustrator desirable as well. Need assistance with upcoming Special Event, fundraising and research, social media and more. Outgoing and sociable.

5 - 10 hours per week, daytime hours, with some weeks off during the summer. \$20 an hour to start.

www.gabriellelansner.com

Please send resume to: [gabrielle_lansner_company\(at\)yahoo.com](mailto:gabrielle_lansner_company(at)yahoo.com)

We will only contact you if we are interested in interviewing you. Thank you for your interest in advance.

[gabrielle_lansner_company\(at\)yahoo.com](mailto:gabrielle_lansner_company(at)yahoo.com)

[< back](#)

[previous listing](#) • [next listing](#)