

Wednesday, July 10, 2013

Chez Bushwick seeks Studio/Office Manager

Please email application materials to studio@chezbushwick.net with "Studio/Office Manager Application" in the subject line. No calls please. [Share](#) | [Print](#) | [Download](#)

ABOUT CHEZ BUSHWICK

Founded and guided by artists, Chez Bushwick is dedicated to the advancement of interdisciplinary art and performance, with a strong focus on experimental dance. Since its inception in 2002, the organization has been acknowledged as a new model for economic sustainability in the performing arts, offering an \$8 subsidy for rehearsal space, and fostering the creation, development, and performance of new work. Chez Bushwick is also responsible for a number of monthly performance programs, which are presented in a variety of spaces, encouraging artistic freedom, collaboration, and creative risk-taking. The organization is also responsible for the multi-disciplinary artwork and choreography of Jonah Bokaer.

Chez Bushwick seeks a creative and energetic Studio/Office Manager with nonprofit program administration experience. This individual will be responsible for effective administration of the Studio Program and daily office activities, and as part of a team-based staff structure will contribute to the organization's overall short and long-term direction. This is a part-time (20 – 25 hours/week) staff position with a start date of Jul 29, 2013.

DUTIES AND RESPONSIBILITIES

STUDIO PROGRAM:

- Serve as Chez Bushwick's primary contact for the Studio Program (phone, email, and in person communication).
- Collect, track, and deposit rental payments. Prepare weekly income reports for reporting to the Managing Director
- Manage annual memberships and facilitate new member orientations
- Track and analyze studio capacity, studio usage, income, and memberships. Review program outcomes and develop improved systems to evaluate program effectiveness
- Coordinate and moderate monthly work in progress showings for members
- Coordinate, manage, and moderate Chez Bushwick Residency Program and associated activities
- Contribute to drafting of Studio Program grant proposals and reports
- Support individual fundraising campaigns and fundraising events for the Studio Program
- Monitor program operations and propose improvements

OFFICE MANAGEMENT:

- Oversee a diverse roster of day to day office activities
- Coordinate and oversee intern recruitment, placement, training, and daily activities
- Communicate with service providers, vendors, and Chez Bushwick constituents
- Oversee office supplies and equipment inventories and prepare orders as needed
- Troubleshoot technology issues and provide technical support when appropriate
- Actively participate as part of a team-based staff structure, attending weekly staff meetings, and contributing to additional special projects as needed

COMPETENCIES & QUALIFICATIONS

To perform the job successfully the individual selected should have:

- Degree in Arts Administration is preferred. Bachelor of the Arts, Bachelor of Science, or three years related professional experience is necessary
- Experience within the performing arts industry is required
- Excellent written, verbal, and interpersonal skills
- Self motivated, well organized, and responsible with strong problem solving skills
- Proficiency with Mac operating systems and standard office software programs including Word and Excel, database experience a plus

- Working knowledge of QuickBooks, or willingness to learn
- Ability to work independently and as a team, comfortable in a fast-paced nonprofit environment with a small staff, and ability to balance multiple projects and deadlines
- Available to be on site Monday - Friday, 20 - 25 hours per week
- Must be available to Start Monday, July 29, 2013

COMPENSATION

Hourly wage commensurate with experience

APPLICATION MATERIALS

- Cover letter
- One page resume
- Salary history and requirements
- Contact information for at least three references

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