

Friday, September 6, 2013

Stephen Petronio Company seeks Audience Engagement and Development Associate

To apply: Please email a cover letter and resume, both attached as PDF or Word documents, to apply@stephenpetronio.com. No telephone calls please.

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Audience Engagement and Development Associate
Stephen Petronio Company

Part-time/Project-based: 20 hours per week
September 2013 – April 2014

Stephen Petronio Company, a New York-based, internationally-renowned, non-profit contemporary dance company, seeks a well-rounded, dynamic, detail-oriented individual to join our administrative team for an eight-month period of project-based work. This position works closely with the Executive Director and Marketing Coordinator.

Duties include

1. Audience engagement/Marketing: Help oversee the building and initial implementation of the Company's new interactive web platform; coordinate between Company staff, outside consultants and designers, keep project on timeline, help populate site with initial content, test and evaluate platform as project approaches soft launch, and continue to oversee content and platform through official launch.
2. Development: Assist with annual fundraising campaigns and special events, benefit art auction, and patron and board relationships. Candidates with excellent writing skills and/or previous experience with grant writing are of particular interest.
3. General Administration/Office Support: Answering phones, copying, filing, correspondence, running errands.

Associate will also assist with preparations and activities around the Company's NY season of performances at The Joyce Theater.

Requirements

The ideal candidate has 3 years of experience in arts administration or project management, and a Dance or other arts background/interest. Excellent writing, editing, communication and organizational skills, ability to multi-task, take initiative, and problem-solve. Some knowledge of web design, interactivity, social media, community/audience outreach are strongly preferred but not required. Some evening and weekend hours are required around special events.

The position is available starting immediately. Hourly rate commensurate with experience. Position is project-based through end of April 2014. Possibility for continued project-based work after initial term ends, based on review.

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About Stephen Petronio Company

Acclaimed by audiences and critics alike, Petronio is widely regarded as one of the leading dance-makers of his generation. Founded in 1984, Stephen Petronio Company has performed in 26 countries throughout the world, including over 36 New York City engagements with 17 seasons at the Joyce Theater. Petronio has been commissioned by Dance Umbrella Festival/London, Hebbel Theater/Berlin, Festival d'Automne a Paris, The Joyce Theater, Wexner Center for the Arts, and the Walker Art Center among others. Website: stephenpetronio.com

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