

Wednesday, February 26, 2014

Gallim Dance: Special Assistant to the Artistic Director

Submit resume and cover letter to Lyndsey Vader, Operations Manager at Lyndsey@gallimdance.com

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

Founded in 2007, Gallim Dance is a New York-based contemporary dance company dedicated to creating and performing original work by Andrea Miller, nurturing the careers of artists, and stimulating the imagination of a diverse international audience. Miller's work embodies a fearless physicality, grounded by deep humanity and expressed through the madness and joy of the imagination.

www.gallimdance.com

Special Assistant to the Artistic Director

Interested in learning about the inside workings of a high paced, dynamic non-profit arts organization? Get personal experience as you work along side the Artistic Director inside and out of the studio. Gallim Dance seeks a Special Assistant to the Artistic Director, Andrea Miller to support creative and administrative activities.

The Special Assistant to the Artistic Director aids in the management and promotion of company activity including, but not limited to:

- Assisting in rehearsals, notes, music, schedules
- Assisting with production: maintaining communication with collaborators, administration and production team on elements including, music, set, costumes other production needs.
- Communications: Drafting internal and external communications
- Special events coordination
- General support for other day-to-day operations

Desired start date: ASAP

Duration of job: Minimum 3-month required

Approx. hours per week: 25 hrs/week

Qualifications (required and/or preferred) for applicants:

The Special Assistant functions as integral members of the creative/administrative team and is charged with upholding the organization's work standards, ethics and policies. Candidates should have strong organizational skills, strong attention to detail and deadlines, and excellent writing and speaking ability. Candidates must be proficient using all Microsoft applications, internet-based research and Google apps. Dance experience preferred.

Submit resume and cover letter to Lyndsey Vader, Operations Manager at Lyndsey@gallimdance.com

[< back](#)

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