

Friday, January 30, 2015

PNDT Seeking Administrative Assistant

Company: Patricia Noworol Dance Theater
Compensation: To Be Discussed

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Aeric Meredith-Goujon

Patricia Noworol Dance Theater is seeking an Administrative Assistant to help with managing the company, reporting directly to Artistic Director Patricia Noworol. PNDT is an internationally renowned contemporary dance company that is committed to the creation of unique dance theater performances.

We are looking for someone immediately as we prepare for our upcoming season at New York Live Arts in April. This is a paid position, Time commitment will be between 15-20 hours per week.

Duties including, but not limited to:

- Booking rehearsal space
- Handle scheduling and calendars for Choreographer, collaborators, and associated artists
- Being main contact with venue and staying up to date on all deadlines
- Managing company incoming and outgoing emails
- Running Social Media Platform/Writing and distribution of company newsletter

Qualifications:

- Bachelors Degree
- Strong written and verbal communication skills
- Organization and time management skills
- Understanding of social media
- Interest in the dance community

Applicant should send resume and cover letter to: admin@pndance.com

For more information on Patricia Noworol Dance Theater, visit our website at:

www.PNDance.com

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For more information:
Patricia Noworol
admin@pndance.com

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