

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. PNNDT 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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