

Monday, August 31, 2015

## Flamenco Vivo Carlota Santana seeks Part-Time Administrative Assistant

Company: Flamenco Vivo Carlota Santana

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Location: New York, NY

Compensation: Hourly fee based on experience

### About the Position

The Administrative Assistant at Flamenco Vivo Carlota Santana handles a variety of responsibilities related to the management of both the company and the office. We are looking for someone with an interest in developing themselves in the field of Arts Administration. It is a part-time position (approximately 20 hours/week, must be available Mondays and Wednesdays). Experience with performance booking and management are preferred.

Primary Responsibilities include but are not limited to:

- Advancing of performances with venues
- Booking Artists for performances
- Maintaining the performance calendar, artist fees and payment schedule
- Supporting Studio Manager in marketing, registrations, correspondence, payments
- Database management
- Providing administrative support for grant applications

The ideal candidate will be:

- Detail oriented
- Comfortable on the phone, working in a fast-paced environment, and able to adapt to frequent, rapid changes,
- Well organized and able to manage responsibilities independently,
- Proficient with Word, Excel, and experience with web-based software (required),
- Proficient in Spanish (this is not a requirement but preferred)

### About Flamenco Vivo Carlota Santana

Founded in 1983, Flamenco Vivo Carlota Santana (FVCS) is one of America's premier Spanish dance troupes, with the mission of promoting flamenco as a living art form and vital part of Hispanic heritage; producing quality dance works; and providing arts education/training that inspires young people while nurturing the next generation of Spanish dance artists. We believe that the multicultural origins of flamenco give this dynamic art form a uniquely broad-based appeal, allowing us to create connections with diverse audiences across NYC and the US. This concept informs all of our work, which includes creation, performance, community outreach and instruction, allowing us to entertain, engage and educate over 40,000 people each year.

For more information, please visit our website at [www.flamenco-vivo.org](http://www.flamenco-vivo.org)

### How To Apply

To be considered for the position, please email all of the items below to Hanaah Frechette at [hanaah@flamenco-vivo.org](mailto:hanaah@flamenco-vivo.org) and include "Administrative Assistant" in the email's subject line.

1. An original cover letter including your interest in the position and Flamenco Vivo.
2. A list of (3) professional references complete with phone number, email address, and explanation of the relationship. References will not be contacted without your prior consent.
3. A résumé no longer than (2) pages outlining your educational and professional experience.

Incomplete submissions will not be considered. No calls please. Applicants are strongly encouraged to review our website at [www.flamenco-vivo.org](http://www.flamenco-vivo.org) prior to submitting materials for consideration.

Flamenco Vivo Carlota Santana  
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New York, NY, 10036  
212-736-4499  
[www.flamenco-vivo.org](http://www.flamenco-vivo.org)

For more information:  
Hanaah Frechette  
[hanaah@flamenco-vivo.org](mailto:hanaah@flamenco-vivo.org)

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