

Thursday, September 17, 2015

Part-Time Arts Admin Needed Immediately

Company: Valentina Kozlova Dance Conservatory of New York
 Location: New York, NY
 Compensation: To be determined at interview

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Arts administrative assistant needed immediately to work 10am-1pm Monday-Friday at The Valentina Kozlova Dance Conservatory of New York.

Qualifications:

- computer proficiency with Mac and Apple Software
- customer service skills
- file management
- background/interest in the arts
- able to start asap

Please send brief letter of interest and résumé to Carole DesChamps at info@vkdcny.com.

Valentina Kozlova Dance Conservatory of New York
 250 West 54th street Suite 503
 New York, NY, 10019
 212-245-0050
www.vkdcny.com

For more information:
 Carole DesChamps
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