

Monday, November 9, 2015

Administrative Associate | Stephen Petronio Company

Company: Stephen Petronio Company
Location: New York, NY

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PETRONIO

Administrative Associate
Stephen Petronio Company

Full-time: 40 hours per week

Starting December 1

Stephen Petronio Company, a New York-based, internationally-renowned, non-profit contemporary dance company, seeks a new team member. The candidate should be a self-motivated, independent thinker that is also a well-rounded, dynamic, and detail-oriented individual.

Overview

This full-time position is responsible for the myriad administrative duties that help the company function both efficiently and effectively, and is part of a growing organization with the opportunity to advance. The Administrative Associate works closely with the Artistic Director, Executive Director, and General Manager.

Areas of responsibility will include:

- Designing and managing audience engagement through marketing campaigns and social media;
- Supporting development activities, assisting with fundraising campaigns, special events, and maintaining Board relations;
- Assisting the General Manager with coordination and advance logistics for touring engagements;
- Providing general administrative and office support.

This position also requires flexibility as responsibilities may evolve based on the Company's needs and the candidate's individual areas of strength. The Administrative Associate is the sole full-time member of the staff and represents the front-line of the Company's administrative team.

Requirements

The ideal candidate will have previous experience in arts administration and/or project management, and a Dance or other arts background/interest. Candidates must have excellent writing, editing, communication, and organizational skills, and the ability to multi-task, take initiative, and problem-solve. Some knowledge of web design, Wordpress, HTML/CSS, social media, DonorPerfect or similar donor database, Adobe Creative Suite, and community/audience outreach is strongly preferred. Some evening and weekend hours are required around special events and performances.

The position is available starting December 1. Salary commensurate with experience.

To Apply

Please email a cover letter and resume attached as PDF or Word documents to apply@stephenpetronio.com. Applications with the cover letter and/or resume in the body of the email will not be considered. No telephone calls please.

About the Stephen Petronio Company

Founded in 1984, Stephen Petronio Company has performed in 26 countries throughout the world, including over 35 New York City engagements with 21 seasons at The Joyce Theater. The Company has been commissioned by Dance Umbrella Festival/London, Hebbel Theater/Berlin, Scène National de Sceaux, Festival d'Automne à Paris, CNDC Angers/ France, The Holland Festival, Festival Montpellier Danse, Danceworks UK Ltd, Festival de Danse-Cannes, and in the US by San Francisco Performances, The Joyce Theater, UCSB Arts & Lectures, Wexner Center for the Arts, Walker Art Center, and White Bird, among others. Website: www.petronio.com.

Stephen Petronio Company is an Equal Opportunity Employer and is committed to complying with all federal, state and local equal employment opportunity ("EEO") laws. SPC prohibits discrimination against applicants for employment because of the individual's race or color, religion or creed, alienage or citizenship status, sex (including pregnancy), national origin, age, sexual orientation, disability, gender identity or expression, marital status, domestic partnership status, genetic information or predisposing genetic characteristics, military status, domestic violence victim status, arrest or pre-employment conviction record or any other characteristic protected by law.

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[< back](#)

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