

Friday, January 8, 2016

Administrative Assitant

Company: VKDCNY

Compensation: \$35K-\$40K per year

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Valentina Kozlova Dance Conservatory of New York and Dance Conservatory Performance Project is currently seeking a full time administrative assistant. We are interested in candidates who are creative, tech and research savvy, self-motivated and curious to learn more about the inner workings of a growing dance school and non-profit organization. This position will help support the dance school as well as a team of collaborators and artists working to promote an international dance competition and foundation throughout the year. Responsibilities include, but are not limited to; administration of the school, performance and grant research and submission; calendar management; assistance with development and donor relations; database input; assistance at special events; and general office support. Candidates must be organized, detailed oriented, and possess strong written, communication and computer skills including Excel. Experience with and an active interest in arts management is a plus.

Interested candidate should send resume with a cover letter explaining why you would be a good candidate for this position to info@vkibc.org.

VKDCNY
vkdcny.com

For more information:
Min Kim
info@vkibc.org

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