

Monday, January 4, 2016

Personal Assistant to the Executive Director of Kate Weare Company

Company: Spatialk.com
Location: Brooklyn, NY
Compensation: To Be Discussed

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Keira Chang

The Executive Director of [Kate Weare Company](#) is seeking a creative Personal Assistant to help support personal web design/photography business (www.spatialk.com) and aid in KWCo administration. Perfect position for a dancer and creative thinker interested in finding additional work in the field of dance and arts administration.

Attributes/Skills:

- You have a natural curiosity, are an autodidactic tinkerer, have an inclination to take initiative in projects.
- You're able to keep cool under pressure and remain productive in mildly frenetic situations.
- You have an interest in and affinity for technology and that you'd like to expand on.

Job Tasks:

- Organization and administrative duties for both Spatialk.com and KWCo.
- Managing Executive Director's work flow under current schedule and keeping projects on task.
- Supporting Kate Weare Company events including performances, donor events, and workshops.

Looking for someone to fill this role that is excited rather than daunted about learning new things. Seeking interest and aptitude over experience!

8 hours a week to start: 4 to be committed to as a block in-house and 4 to be spread across remaining weekdays remotely. Room for growth, both in position and salary, in one of the following two directions.

Future / Growth Opportunity:

The ideal candidate would be interested in a more long term commitment with an evolution into a possible role within KWCo administration or into a position as Project Manager for Spatialk.com. If you are interested, there is an opportunity to receive training in design software, digital media best practices, and coding.

To apply send an email with resume and cover letter to apply@spatialk.com with your name and "assistant" in the subject line. In your cover letter include which path (arts management or web) you are interested and why. Also include the nerdiest thing about you, because artistic nerds out there are welcome and appreciated! Bonus points awarded for solving the puzzle [here](#) and submitting your answer with your resume!

Spatialk.com
Brooklyn, NY, 11215
www.spatialk.com/opportunities

For more information:
Keira
apply@spatialk.com

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