

Friday, May 20, 2016

Administrative Associate, Dances for a Variable Population

Company: Dances for a Variable Population

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About DVP:

Dances for a Variable Population (DVP) provides lively, fun and free programs for adults, low cost classes, and performances with beautifully crafted choreography. Through our programs, we strive to extend and improve the quality of life, and engage communities as participants and audience members.

Visit DVP's website, <http://dvpnyc.org> to learn more about us.

About this Position:

Scope

DVP seeks to hire a part-time administrator who will work closely with DVP's leadership to provide administrative support for the artistic projects described above.

This is an excellent opportunity for a graduate student or young professional interested in shaping a growing non-profit. We are seeking candidates with a love of the arts, a commitment to our mission, and an interest in pursuing arts administration as a career path.

Responsibilities

- Manage and update participant database
- Implement direct mailings
- Create and update program calendar
- Assist in program execution, follow-up, and logistical support
- Coordinate with teachers and artists
- Work with Development Consultant as needed
- Assist and collaborate if needed with marketing strategies and campaigns with DVP's leadership
- Other duties as assigned.

Hours are flexible but candidates must be available for a minimum 10-12 hours-per-week commitment during business hours. Some evening and weekend hours may be required.

Qualifications

- Bachelor's degree or equivalent experience required, degree or experience related to non-profits, marketing, performing arts, or arts administration preferred
- Interest in arts administration and as a career path
- Applicant must have exceptional communication skills including a particularly strong writing ability, attention-to-detail, and multi-tasking abilities
- Strong computer skills required including Word, Excel, mail merge, etc. Experience with databases is preferred
- Experience with website and graphic design is a plus but not required
- Candidates must be self-starters who are able to work independently on a variety of projects

Benefits

We will provide an hourly wage according to experience. This is an excellent opportunity for a student or young professional with an interest in learning about engaging diverse communities in the arts, as well as all aspects of running a non-profit dance company. Position has the potential to evolve into a permanent role with the company for the right candidate.

How to Apply

To apply, please send a resume and a cover letter not to exceed one-page to Naomi Goldberg Haas at naomi@dvpnyc.org. Please indicate this position title and your name in the subject line of your e-mail.

Dances for a Variable Population
www.dvpnyc.org

For more information:
Naomi Goldberg Haas
naomi@dvpnyc.org

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