

Friday, June 10, 2016

## Part-time Administrative Assistant

Company: Buglisi Dance Theatre

Location: New York, NY

Compensation: Commensurate with experience

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Requiem Photo by Terri Gold | Choreography (c) Jacquelyn Buglisi

Buglisi Dance Theatre, Jacquelyn Buglisi Artistic Director, is a premier contemporary dance company located in the heart of Times Square in The New 42 Street Studios. The part-time administrative assistant position involves assisting in the coordination of the 2016 Table of Silence Project 9/11, a site-specific performance ritual for peace held on the Josie Robertson Plaza, Lincoln Center with 100+ dancers; as well as NYC performance seasons, touring, special events/benefits, and educational outreach. Responsibilities include, but are not limited to database maintenance, scheduling, general office administration, and assistance in fundraising events, marketing, design of promotional materials, and website maintenance. Candidates must be extremely organized and self-motivated, pay close attention to detail, and possess excellent verbal, written and interpersonal communication skills. Strong PC and Proficiency in WIX, Photoshop, Publisher, Microsoft Word and Excel, Filemaker, Constant Contact, YouTube, Vimeo and social media. Position available immediately. Average commitment of 10-15 hours per week.

Please email cover letter and resume to Suzanne Konowitz, Executive Director and put "Part-time Administrative Assistant Position" in the subject line.

Buglisi Dance Theatre  
229 W 42nd Street Suite 502  
New York, NY, 10036  
212-719-3301  
[www.buglisdance.org](http://www.buglisdance.org)

For more information:  
Suzanne Konowitz, Executive Director  
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[< back](#)

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