

Thursday, August 25, 2016

## Studio Manager

Company: Chez Bushwick, Inc.  
Compensation: \$26,500

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Studio Manager

Organization: Chez Bushwick, Inc.

Location: Brooklyn, NY

Requirements: 4-year Degree preferred

Position Type: Part-Time Permanent

### Description:

Chez Bushwick, Inc., a multi-disciplinary non-profit arts organization founded in 2002 based in the culturally shifting area of Northern Brooklyn, has a dual mission to a) provide subsidized rehearsal studio space and performance opportunities for emerging performance artists and b) to sustain the multi-disciplinary creative work of Jonah Bokaer, which includes choreography, media art, video, sculpture, and installation-based practices.

Chez Bushwick is currently seeking a Studio Manager with interest and experience in working with the contemporary dance and performance scene of NYC. This position oversees all management of the onsite Chez Bushwick studio that offers subsidized rehearsal rates to dance and performance artists. In accordance with Chez Bushwick's mission the position also oversees management and curation of Chez Bushwick Presents and the Artists in Residence program.

Chez Bushwick Studio Manager works under the direction of the General Manager to oversee the studio rental calendar and studio membership program, process all studio rental income, and coordinate with the Communications Manager about upcoming events. This position acts as the face of the Chez Bushwick Studio interacting and communicating daily with renters and the performance community. The position also oversees the general management and mission of Chez Bushwick Presents, an annual performance series of emerging and mid-career artists presented at CPR – Center for Performance Research, as well as additional studio events throughout the year including Work-In-Progress showings and Bushwick Open Studios. Furthermore, the position works with the Development Manager to assist with grant reporting and funding associated with the studio programs.

In addition, this position will take care of basic office tasks including: bank deposits, answering the phone, receiving and distributing mail, and studio maintenance.

The candidate will have completed a 4-year degree and have interest and knowledge of contemporary dance. Proficiency in Microsoft Office a must.

This is a part-time, 30-hour a week position with an annual salary of \$26,500. Office hours are typically 10am-3pm with some nights and weekends based on performance and studio showing schedules. To learn more about Chez Bushwick please go to [chezbushwick.net](http://chezbushwick.net).

To apply: please email resume and cover letter by September 19th to [kirstin@chezbushwick.net](mailto:kirstin@chezbushwick.net). Please include "CB Studio Manager" in the subject line.

Chez Bushwick, Inc.

For more information:  
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[< back](#)

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