

Thursday, September 1, 2016

Assistant to the Executive Director

Company: On Stage At Kingsborough

Location: Brooklyn, NY

Compensation: \$11/hour + excellent benefits

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On Stage at Kingsborough, a professional performing arts center with three venues, is looking for a part-time Assistant to the Executive Director.

Responsibilities include assisting with all aspects of marketing (from ad placement to strategic campaign development), grant research, contract administration, front-of-house functions, and day-to-day operations. This is an excellent opportunity for a motivated team member to be involved in, and have an impact on, every aspect of professional performing arts presentation.

We are looking for a highly organized and thorough assistant with experience in performing arts administration. Must have general administrative experience, including proficiency with the Microsoft Office Suite and some familiarity with Photoshop, or similar program. This position offers 20 weekday hours per week at \$11 per hour + excellent benefits.

On Stage At Kingsborough presents world-class music, dance, theatre, and family entertainment on a year-round basis. We are located in Manhattan Beach, Brooklyn (approximately 30 minutes from downtown Brooklyn).

Please send a cover letter and resume to Anna.Becker@kbcc.cuny.edu and write "Executive Assistant" in the subject header.

On Stage At Kingsborough

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For more information:

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