

Tuesday, November 1, 2016

Creative Producer Seeking Part-Time Support Staff and Intern

Compensation: \$12-18/hour

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Creative Producer Lindsey Dietz Marchant is seeking one part-time support staff and one intern. Artist roster is Michelle Boule, Joanna Kotze, Pam Tanowitz Dance, Netta Yerushalmy, and Pavel Zustiak/Palissimo Company.

QUALIFICATIONS: Candidates for both positions must be very organized, reliable, detail orientated, and have excellent writing skills. Candidate applying for support staff position should have experience in at least some of the following areas of arts management: budgeting and finance experience, marketing experience, web design and/or graphic design experience, and/or experience with generating contracts. Exact job description and daily work plan for both positions will be generated according to candidates' skillsets and interests.

TIME COMMITMENT: Both positions require a 4-5 hour weekly commitment. Evening and weekend work schedules are possible. Please indicate any known schedule and/or availability restrictions in cover letter.

INTERNSHIP: Internship requires an initial 3-month commitment with the possibility to extend to 6-months. After a 6-month internship the right candidate may be offered a paid part-time position. Intern will receive compensation in the form of a small monetary stipend with the additional possibility of free and/or discounted classes by some of the roster artists, as available.

PART-TIME SUPPORT STAFF: Salary for paid part-time support staff position is \$12-\$18/hour based on qualifications and experience.

Please send cover letter and resume to lindsey@dietzmarchant.com with subject line "Creative Producer Support Staff" or "Creative Producer Internship", as appropriate.

For more information:
Lindsey Dietz Marchant
lindsey@dietzmarchant.com

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