

Friday, March 31, 2017

Full Time Dance Administrator Needed ASAP - Paid Position

Company: New Jersey Dance Theatre Ensemble
Location: Summit, NJ
Compensation: Commensurate with experience

► [Share](#) | [Print](#) | [Download](#)



Shawna Feola

New Jersey Dance Theatre Ensemble (NJDTE), a non-profit in Summit, NJ, seeks a self-motivated, detail-oriented and highly driven individual to function as the administrator for its expanding year-round training program, four summer intensive programs (in New Jersey and New York City), international exchanges and performing company. Position is Full Time based on experience. Key qualifications include:

- B.F.A. or equivalent experience; background in dance preferred
- Excellent oral and written communications skills and experience working and communicating with all levels of employees, students, parents, donors and investors, and choreographers and guest artists
- Proficient multi-tasker who delivers on the intricacies of day-to-day planning to ensure smooth operations and successful results
- Proficiency with MS Word, Excel, PowerPoint, Google applications and online databases and software

Daily responsibilities vary, but will include working closely with the Artistic Director.

Send letter of intent and resume to Nancy Turano at nturano@njdte.org.

New Jersey Dance Theatre Ensemble
315B Springfield Avenue
Summit, NJ, 07901
908-273-5500
www.njdte.org

For more information:
Nancy Turano
nturano@njdte.org
908-273-5500

[< back](#)

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