

Saturday, June 3, 2017

Dances For A Variable Population Seeks Part-Time Administrator

Company: Dances For A Variable Population
Location: New York, NY
Compensation: \$18/hr

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Photo by Kelly Stuart

Founded in 2005 by dancer / choreographer/ master teacher Naomi Goldberg Haas, DVP is a multigenerational dance company and educational organization promoting strong and creative movement among all people with a special focus on older adults. Using the power of dance to build community, DVP creates lively, fun and beautifully executed theatrical dance with diverse individuals and professional dancers.

DVP is looking for a part-time administrator with a great creative eye. The ideal candidate will have experience in the dance world, be computer savvy, and have a flexible schedule. Responsibilities will include:

- Creating monthly newsletters with MailChimp
- Designing class flyers with Canva (online design program)
- Editing and updating website pages and online calendar
- Collecting hours from contractors each month and putting together payroll
- Other administrative tasks

Opportunities to teach and perform with the company are available if interested.

Our office is located in Harlem close to the 2/3 125th street station.

If interested, please e-mail a resume and cover letter to rebecca@dvpnyc.org.

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For more information:
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