

Friday, August 18, 2017

## Administrative Assistant

Company: Martha Graham Center of Contemporary Dance  
Location: New York, NY

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The Martha Graham Center seeks an Administrative Assistant to take responsibility for the efficient oversight of the Center's administrative office. The successful candidate will be a motivated self-starter with a working knowledge of Word and Excel and will provide support throughout the organization primarily in the areas of finance, facilities, and office management.

The Administrative Assistant is responsible for the smooth running of day-to-day activity of the Center's administrative offices and will:

- Assist the General Manager in the scanning, coding, and processing invoices for accounts payable; scanning and uploading all deposits for accounts receivable; creating and coding expense reports of the Center's American Express statements.
- Provide office management for the Center's administrative offices, including answering any unattended phone lines; basic receptionist duties; collecting and submitting all office supply orders on a monthly basis; straightening out the office supply room; disbursing mail and packages to the appropriate parties; supervising daily garbage removal, paper supply levels in the restroom and kitchenette, and generally ensuring that the office is neat and tidy.
- Oversight and management of Graham Studio Series ticketing on OvationTix. Send out post-performance emails to ticket buyers. Generate reports on ticket sales.
- Manage the workstation, computer, and work assignments of the Center's interns.
- Update the Center's archival database (Collective Access) with any new additions as directed by the Resources staff.
- Other duties as the Executive Director and/or General Manager may consider necessary for the proper execution of the Center's administrative work.

To apply, please send a short cover letter and resume to [careers@marthagraham.org](mailto:careers@marthagraham.org) with Development Assistant in the Subject line. The interview process will begin in July.

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[< back](#)

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