

Friday, September 8, 2017

## Dance/NYC Communications Assistant

Company: Dance/NYC  
Location: New York, NY  
Compensation: \$15 hourly

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Title: Communications Assistant  
Location: New York City  
Reports to: Development and Communications Coordinator  
Status: Part-time, starting hours (20 hours weekly) negotiable, effective immediately

Dance/NYC's ([www.dance.nyc](http://www.dance.nyc)) mission is to promote and encourage the knowledge, appreciation, practice, and performance of dance in the metropolitan area. It achieves this mission through three core program areas: public engagement/education, research, and convening/professional development. Dance/NYC embeds core values of equity and inclusion into all aspects of its programs and operations and works in alliance with Dance/USA, the national service organization for professional dance. It seeks to add a key part-time associate to provide support for its website (Dance.NYC), social media platforms, customer relations, and expand its visibility campaign, NEW YORKERS FOR DANCE.

### Duties and Responsibilities

- Provide administration and support for Dance/NYC's information technology, marketing, and communications initiatives, including:
  - \*Dance.NYC
  - \*E-communications (weekly e-newsletter, advocacy alerts, special bulletins), including drafting communications and managing the schedule of e-blasts
  - \*Social media (Twitter, YouTube, Facebook), including scheduling posts, interacting with followers, and completing monthly reports
- Provide customer support to Dance/NYC's growing online user-base, in particular managing [info@dance.nyc](mailto:info@dance.nyc) and [media@dance.nyc](mailto:media@dance.nyc) accounts and responding to inquiries on a daily basis
- Provide support in the ongoing development of Dance.NYC and related database technologies (especially Salesforce/PatronManager)
- Assist in the production of both print and electronic institutional marketing material and ad placements, including material on Dance.NYC
- Assist in the completion of quarterly analyses of social media and e-communications

### Qualifications

The ideal candidate will have relevant prior marketing and communications experience and be comfortable using Microsoft Office Suite, Adobe Creative Suite, CRM Software (Salesforce/PatronManager), Google Applications, and social media (especially, Twitter, YouTube, Facebook, and Hootsuite), and HTML is a plus. They will be methodical and detail oriented, with excellent planning and time management skills, and able to advance multiple projects simultaneously while meeting deadlines. They will be current on and comfortably engage with emerging technologies, and demonstrate a commitment to technology solutions in the social enterprise space. They will be versed in the arts and culture landscape. Bilingual candidates preferred.

### Location

Dance/NYC is currently located at the Mertz Gilmore Foundation. During the time of employment Dance/NYC will temporarily relocate. Information on the new location will be disclosed as it becomes available. Candidates may be asked to occasionally work remotely.

Compensation is \$15 hourly. Dance/NYC is an equal opportunity employer.

To apply, please send a cover letter, resume, and references by e-mail to Milena Luna at [mluna@dance.nyc](mailto:mluna@dance.nyc).

### Equal Employment Opportunity

Dance/NYC provides equal employment opportunity without regard to race, color, sex, age, disability, religion, national origin, marital status, sexual orientation, ancestry, political belief or activity, or status as a veteran. The policy applies to all areas of employment, including recruitment, hiring, training and development, promotion, transfer, termination, layoff, compensation benefits, social and recreational programs, and all other conditions and privileges of employment in accordance with applicable federal, state, and local laws. It is the policy of Dance/NYC to comply with all the relevant and applicable provisions of the Americans with Disabilities Act (ADA). Dance/NYC does not discriminate against any qualified Employees or job applicants with respect to any terms, privileges, or conditions of employment because of a person's physical or mental disability. Dance/NYC makes reasonable accommodation wherever necessary for all Employees or applicants with disabilities, provided that the individual is otherwise qualified to safely perform the duties and assignments connected with the job and provided that any accommodations made do not require significant difficulty or expense.

Dance/NYC  
218 East 18th Street 4th Floor  
New York, NY, 10003  
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For more information:  
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