

Tuesday, November 14, 2017

## Marketing and Communications Associate/Administrative Assistant

Company: Jessica Lang Dance

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Compensation: Compensation, including benefits, is competitive and commensurate with qualifications and experience.

### Marketing and Communications Associate/Administrative Assistant

Jessica Lang Dance, a Long Island City-based, internationally renowned, non-profit dance company, seeks a new team member. The candidate must be a self-motivated, independent thinker that is also a well-rounded, dynamic, detail-oriented individual with a passion for the arts. JLD's entrepreneurial environment offers ample opportunity for professional growth.

#### About the Company

Founded in 2011, Jessica Lang Dance (JLD) is a dance company dedicated to creating and performing the work of Jessica Lang. JLD enriches and inspires global audiences by immersing them in the beauty of movement and music. Hailed as "a master of visual composition" by Dance Magazine, Lang seamlessly incorporates striking design elements and transforms classical ballet language into artfully crafted, emotionally engaging contemporary works. JLD has made rapid success performing at world renowned venues and festivals including Lincoln Center's White Light Festival, Jacob's Pillow Dance Festival, Brooklyn Academy of Music's Next Wave Festival, New York City Center's Fall for Dance Festival, the John F. Kennedy Center for the Performing Arts, the Joyce Theater, the Harris Theater for Music and Dance, The Music Center, Northrop Auditorium, Winspear Opera House and Palacio de Bellas Artes, among others. The company tours nationally each year in addition to select international engagements. Booking is handled by Selby/Artists Management. For more information on the company, visit [jessicalangdance.com](http://jessicalangdance.com).

#### Job Description

This full-time position centers on marketing tasks and general administrative support to help the company function efficiently and effectively. The Marketing and Communications Associate/Administrative Assistant will assume responsibility for marketing projects and assist on projects that arise during the day-to-day operations of this small, but expanding, and vibrant non-profit performing arts organization. The Marketing and Communications Associate/Administrative Assistant works closely with the Directors and Managers of the organization.

Position Duration: Full-time

The Marketing and Communications Associate/Administrative Assistant responsibilities include, but are not limited to:

#### Marketing:

- Manage marketing and promotional strategies and deadlines for special projects
- Maintain content and media on website
- Provide up to date content to Development Manager, agency and presenters
- Compose and distribute monthly newsletter in Mailchimp
- Design and schedule email blasts to subscribers and donors
- Archive press, maintain archives of print and press materials
- Work with publicist to create press releases when necessary
- Compile press kits and pre-generated responses for interview requests
- Assist Directors and Managers on company branding materials and event/performance materials; order items and keep ongoing inventory

#### Administrative Duties & Office Operations:

- Provide daily administrative support for Directors and Managers, and perform general office and clerical duties (mail, telephone, copying, filing, etc.)
- Keep office inventory and maintenance, reporting any needs to Business Manager
- Attend NYC performances
- Assist Development Managers in preparations for events and quarterly board meetings when necessary

Education: Bachelor's Degree required.

#### Experience & Skills:

- Minimum 2 years experience in arts administration and marketing
- Excellent writing, editing, communication, and organizational skills
- Ability to multi-task, take initiative, and problem-solve
- Proficiency in Microsoft Word & Excel, internet-based research, and Google Apps
- Strong Knowledge of Wordpress, social media, and digital marketing
- Some evening and weekend hours are required around special events and performances.
- Flexibility and willingness to take on various responsibilities based on the Company's needs and the candidate's individual areas of strength

Applications and Inquiries:

Please include:

- A cover letter including your interest in the position and Jessica Lang Dance
- A resume no longer than (2) pages outlining your educational and professional experience
- Salary requirement

Please email applications attached as one PDF to [info@jessicalangdance.com](mailto:info@jessicalangdance.com) with subject line "Marketing and Communications Associate/Administrative Assistant."

Applications with the cover letter and/or resume in the body of the email will not be considered. No telephone calls please.

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Jessica Lang Dance  
[www.jessicalangdance.com](http://www.jessicalangdance.com)

For more information:  
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