

Tuesday, December 12, 2017

Abraham.In.Motion seeks Administrative Assistant

Company: Abraham.In.Motion
Location: New York, NY

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ABRAHAM.IN.MOTION

New-York based touring dance company Abraham.In.Motion seeks a highly motivated individual to join its talented team as Administrative Assistant. The Administrative Assistant supports the company's organizational needs, particularly in data entry, database maintenance, and correspondence with key staff members. Reports to General Manager. This is a part-time position with potential to grow into a full-time position.

The mission of Abraham.In.Motion is to create an evocative interdisciplinary body of work. Born into hip-hop culture in the late 1970s and grounded in Abraham's artistic upbringing in classical cello, piano, and the visual arts, the goal of the movement is to delve into identity in relation to a personal history. The work entwines a sensual and provocative vocabulary with a strong emphasis on sound, human behavior and all things visual in an effort to create an avenue for personal investigation and exposing that on stage. A.I.M is a representation of dancers from various disciplines and diverse personal backgrounds. Combined together, these individualities create movement that is manipulated and molded into something fresh and unique.

PRINCIPLE DUTIES & RESPONSIBILITIES

Schedule interviews and meetings for key staff members.

Update company calendars and record dancer conflicts.

Book studio space for company's rehearsals in NYC and (under certain circumstances) on tour.

Create and log invoices to send to presenters, donors, and any other relevant vendors.

Maintain grants calendar for Executive Director, with application deadlines and award reporting timelines.

Log donations into company's Salesforce database, update company's mailing list, and provide general administrative support to Manager of Individual Giving.

Seek and secure music rights.

Record engagement and audience totals from tours, for grant application and reporting purposes.

Provide office management for the company's workspace at New York Live Arts: maintaining office supplies, filing relevant documents and materials, and keeping an organized office space.

Correspond via email with key company staff members, dancers, and patrons as needed.

Other duties as the General Manager and/or Executive Director may consider necessary for the proper execution of the company's administrative work.

QUALIFICATIONS

Bachelor's degree or equivalent experience, preferably in arts management.

Self-motivated and quick learner.

Very strong organizational and communication skills.

General knowledge of Microsoft Office (particularly Excel).

Basic Photoshop or other photo editing skills a plus.

Knowledge of the dance field a plus.

Good sense of humor!

Part-time.

To apply, please send a cover letter, resume, and three references to hillary@abrahaminmotion.org.

Abraham.In.Motion is an Equal Opportunity Employer. Employment is based upon personal capabilities and qualifications without discrimination based on race, color, religion, creed, sex, sexual orientation, national origin, age, disability, marital status, veteran status, citizenship status, or any other protected characteristic as established by law.

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