

Thursday, May 31, 2018

Stephen Petronio Company - Administrative Associate

Company: Stephen Petronio Company
Location: New York, NY

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Photo by Yi-Chun Wu

Stephen Petronio Company, a New York-based, internationally-renowned, non-profit contemporary dance company, seeks a new team member. The candidate should be a self-motivated, independent thinker that is also a well-rounded, dynamic, detail-oriented individual.

Overview

The Administrative Associate, a crucial member of this small, but expanding and vibrant non-profit performing arts organization, is responsible for the Company's marketing as well as select projects in Development, Programming, and for the Petronio Residency Center. The Administrative Associate is based in New York City and works closely with the Artistic Director, Executive Director, and Development Director.

About the Company

Founded in 1984, Stephen Petronio Company has performed throughout the world, performed 24 seasons at The Joyce Theater in New York City, and has been commissioned by some of the world's most prestigious modern and ballet companies.

In 2015, the Company began Bloodlines, a project of Stephen Petronio Company to honor and curate a lineage of American postmodern dance masters. Distinguished for creating original languages that embody the highest level of artistic excellence, these artists have had a profound impact on Petronio's own artistic path. To date, the Company has restaged eight works, by Merce Cunningham, Trisha Brown, Anna Halprin, Yvonne Rainer, and Steve Paxton, with plans to incorporate others in the coming seasons.

In 2016, Stephen Petronio Company began considering its impact on the future and sustainability of this most ephemeral art form by establishing the Petronio Residency Center (PRC) as a retreat center where research and the creative process are paramount. The site, called Crow's Nest, is a 175-acre property just outside of Catskill. Paid artist residencies will begin in the summer of 2018, providing dedicated space and resources to artists to develop new work in an environment unfettered by market constraints and the pressures of urban life. The program will become part of a growing ecosystem in the U.S. dedicated to fostering a model for the future of contemporary dance.

Areas of responsibility will include:

Marketing

- Designing and managing audience engagement through marketing campaigns and social media
- Designing and managing marketing and promotional strategies for special projects
- Creating marketing and promotional plans
- Overseeing the creation of promotional collateral including invitations, brochures, and advertisements by outside consultants
- Updating and creating content for company web platforms
- Designing and scheduling email blasts to subscribers and donors
- Creating print and digital collateral to support the Development Director
- Creating print and digital collateral to support the residency center's activities

Development

- Overseeing and maintaining donor database and mailing lists
- Assisting in fundraising campaigns, mailings, and special events
- Assisting with the collection of supplemental materials for institutional grants
- Assisting with preparation and note-taking during quarterly Board meetings

Programming

- Assisting the Executive Director with coordination and advance logistics for touring engagements
- Documenting the Artistic Director's creative process for new works as well as reconstructions for Bloodlines

General Admin

- Daily administrative support: telephone, correspondence, clerical duties
- Office management: notetaking in meetings, scheduling, managing and purchasing office supplies
- Overseeing interns

This position requires flexibility and encourages growth as responsibilities may evolve based on the Company's needs and the candidate's individual areas of strength. The Administrative Associate represents the front-line of the Company's administrative team and often takes on special projects in different areas as they arise.

Requirements

The ideal candidate will have previous experience in arts administration and/or project management, and a Dance or other arts background/interest. Candidates must have excellent writing, editing, communication, and organizational skills, and the ability to multi-task, take initiative, and problem-solve. Some knowledge of web design, Wordpress, social media, Salesforce, Adobe Creative Suite, and community/audience outreach is required. Some evening and weekend hours are required around special events and performances.

Salary commensurate with experience.

To Apply

Please email a cover letter and resume attached as PDFs to nora@stephenpetronio.com. 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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