

Tuesday, August 14, 2018

## Seeking An Administrative Assistant

Company: Dancers Unlimited  
Compensation: \$3000-\$4000 (DOE)

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Photo by Suzie Samuel

DUNYC is the NYC chapter of Dancers Unlimited, a tri-city company based in New York, Honolulu and Shanghai. We are seeking an administrative assistant for our 10th NYC season this fall. The contractor position consists of project workload that amounts to about 15-20 hours per week, the position starts in mid-September and lasts for 4 months. Opportunity to extend the contract can be discussed.

### Responsibilities:

- coordinate company rehearsals including: scheduling confirmation with dancers and studios, updating rehearsal information, corresponding with guest performers and artists, assisting with props and costumes.
- assist with coordinating and content development for podcast sessions and video shoots
- assist with our full-length evening production this fall, including working with our Development Coordinator, Artistic Director, Artists, Sponsors and venue.
- assist with education / partner program development (a big part of the responsibility will require fluency in Mandarin)
- assist with video and photo documentation & archiving of all creative process.
- create and update social media content and posts
- attend at least one company rehearsal a week and mandatory weekly company meetings

### Ideal candidate should be:

- a college graduate with a degree in Business, Communications, or Marketing / PR; candidates with equivalent experiences will also be considered
- knowledgeable with the dance or creative field
- passionate about using dance for activism and advocacy
- a self-starter, team-player, and creative problem solver
- detail-oriented, organized and punctual
- proficient in Adobe Design Suite, social media content creation & posting, and video editing
- knowledgeable in Wordpress
- preferably bilingual in Mandarin / English (includes business writing)

To apply, please email your resume, cover letter, 2 references, and writing sample / creative portfolio or website to: [info@duhawaii.com](mailto:info@duhawaii.com) with the subject: Administrative Assistant.

Dancers Unlimited  
[www.duhawaii.com](http://www.duhawaii.com)

For more information:  
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