

Thursday, December 6, 2018

Administrative Assistant-Pony Box Dance Theatre

Company: Pony Box Dance Theatre
Location: NY, NY
Compensation: Paid, Dependent on Experience

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Doug Hammond

Help one of NY's hottest new troupes, Pony Box Dance Theatre, further the art of men dancing. We are seeking an arts administration intern to assist with company operations. The intern will assist the Artistic Director, choreographers, teaching artists and performers.

Position is paid, dependent on experience.

We are looking for an administrator supreme who:

- Has at least 1 year of administrative experiences
- Highly organized
- Access to a computer or laptop
- Able to work independently

Requirements:

- Resume
- Cover letter outlining your interest in the organization and the position
- 2 references

Benefits

- Metro card for travel
- Attend company classes
- Invaluable arts administration experience

Please send e-mail to company@ponyboxdance.org with resume, cover letter, and references.

Pony Box Dance Theatre
PO Box 3514
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www.ponyboxdance.org

For more information:
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[< back](#)

[previous listing](#) • [next listing](#)