

Saturday, December 8, 2018

Administrative Assistant

Company: LaneCoArts
Location: New York, NY
Compensation: \$400/month

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LaneCoArts is seeking an Administrative Assistant for approximately 5 hours per week to act as an all-purpose company administrator. Position to begin mid-January. Tasks for the company include:

- * Answering questions from Lane and keeping Lane on task with due dates and priority items
- * Managing Due Dates Calendar
- * Creating Rehearsal Schedule
- * Checking for new opportunities
- * Managing the Development List, and Press Contact List
- * Creating Eblasts for Events and Fundraisers
- * Manage Social Media (Instagram/Facebook)
- * Update Press Kit
- * Sending Press Invites/Press Releases for big events
- * Manage websites www.lanecoarts.org and www.summersplashchatham.com
- * Helping to write and submit grants and applications
- * Attend Weekly Phone Meeting with Lane
- * Attend Monthly Finance Meeting
- * Attend Quarterly Board Meetings and write up minutes
- * Creating Spring and Holiday Fundraising Campaigns
- * Assisting at Annual Fundraiser and Helping to Organize Silent Auction
- * Write letters for tax deductible contributions

LaneCoArts is a unique blend of dance, theater, and visual arts. The mission of the company is to create a rich and dynamic dialogue that fuses a distinctive movement aesthetic, deep emotional exploration and stimulating visual and dramatic narrative components. www.lanecoarts.org

Tasks will be done primarily from home and over the phone, but your presence is required several times per month at meetings and events.

If interested, please send resume to Lane Gifford, info@lanecoarts.org.

LaneCoArts
New York, NY
www.lanecoarts.org

For more information:
Lane Gifford
info@lanecoarts.org

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