

Thursday, January 17, 2019

## Growing NYC-Based Dance Company Seeks Full-Time Administrative Associate

Company: NYC-Based Dance Company

Location: New York, NY

Compensation: Commensurate with experience.

► [Share](#) | [Print](#) | [Download](#)

A New York City-based dance company seeks a full-time administrative associate to take on a multi-faceted position that encompasses both business-oriented and creative tasks.

Candidates should

- > be interested in joining a small, family-like team that shares ideas and responsibilities in support of the company's continued growth.
- > have a warm, outgoing, flexible demeanor, and the ability to interact professionally and pleasantly with both coworkers and potential clients/collaborators.
- > be able to work independently and with the team, as needed.
- > be extremely well-written and articulate in person and over the phone. (A writing sample may be requested.)
- > be patient with process, but also able to work under a deadline when necessary.
- > be available for national travel to venues and performing arts conferences throughout the year. (Transportation expenses will be covered and accommodations provided.)
- > be willing to work on weekends as the company's schedule requires.
- > have ample knowledge of, enthusiasm for, and/or direct experience with the performing arts.

Once appointed, associate will

- > work closely with the company's artistic directors and one other full-time associate.
- > manage the company's current bookings and (tenaciously) pursue new performance opportunities.
- > work with the artistic team to build positive relationships with presenters, audiences, and media outlets.
- > assist in the maintenance and development of both general and event-specific marketing materials.
- > have the opportunity to work, in large part, remotely.

Note that this is a full-time position. Though those with backgrounds in the performing arts (dancers, actors, musicians, etc.) are strongly encouraged to apply, candidates should not currently be pursuing careers as performers.

To apply, please email resume and cover letter to [nycartspro@gmail.com](mailto:nycartspro@gmail.com).

NYC-Based Dance Company  
New York, NY

For more information:  
NYC-Based Dance Company  
[nycartspro@gmail.com](mailto:nycartspro@gmail.com)

[< back](#)

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