

Saturday, January 5, 2019

NJDTE Dance Administrator

Company: New Jersey Dance Theatre Ensemble

Location: Summit, NJ

Compensation: Part Time to Full Time Position Available Based on Experience

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DANCE ADMINISTRATOR WANTED

New Jersey Dance Theatre Ensemble (NJDTE), a non-profit in Summit, NJ seeks a self-motivated, detail-oriented and highly driven individual to function as program administrator for its expanding year-round training program, four summer intensive programs in New Jersey and MOVEMENT INVENTION PROJECT® and MIP2® in New York City, international exchange and performing company. Position Full Time based on experience. Key qualifications include:

- B.F.A. or equivalent experience in field of Arts Administration or Business Administration, some Marketing skills and in Dance preferred
- Excellent oral and written communication skills and experience working and communicating with all levels of employees, students, parents, donors and investors, and choreographers and guest artists;
- Proficient multi-tasker who delivers on the intricacies of day-to-day planning to ensure smooth operations and successful results;
- Proficiency with MS Word, Excel, PowerPoint, constant contact, photoshop, Illustrator, Google applications and online databases and software.

Daily responsibilities vary but will include working closely with the Artistic Director.

Send Resume and letter of intent to: Nancy Turano (nturano@njdte.org)

Visit www.njdte.org | www.movementinventionproject.org for more information.

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For more information:
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