

Sunday, February 24, 2019

## P/T ARTS ADMINISTRATOR WANTED

Company: Spoke the Hub Dancing  
Location: brooklyn, NY  
Compensation: Apr. \$300/week

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### WANTED: P/T ARTS ADMINISTRATOR

Spoke the Hub Re:Creation Center, 748 Union Street, Park Slope

Spoke the Hub Dancing, Inc. one of Brooklyn's oldest and finest not-for-profit, multi-purpose, community dance and arts organizations -- called "one of the most exhilarating art spaces in Brooklyn" -- is currently seeking a part-time arts administrator to join our office staff this spring.

Applicants must be extremely user friendly, have excellent social, speaking and writing skills, and enjoy working with artists, children and adults of all ages and backgrounds. Must also be well-versed in Dance, Brooklyn, and related theater and art forms. Must be a self-starter, responsible, well-organized, detail oriented, proactive, punctual, community-minded, largely unflappable, a multi-tasker, computer savvy, and a progressive team player, able to work productively on own with minimal supervision. All ages welcome to apply.

Duties include: being active liaison between Faculty, Students, Staff, Artists and STH Director; answering and returning phone calls and emails; payroll; coordinating scheduling, spaces, programs and activities; and making sure classes, outside space rentals, and all other day to day studio business runs smoothly. Experience with Mind/Body and Mailchimp software helpful.

We are particularly interested in administrative help that also may include experience and skill in one or more of the following areas:

Publicity / Marketing / Social Media

IT / Tech Support / Data Management / Website Management

Copywriting / Grant Writing

Currently, we are seeking a part-time administrator to work apr. 20 hours per week, Monday through Friday, with occasion additional weekend hours during performances and special events throughout the year.

Local Brooklyn residents strongly preferred.

Applicants should drop off or send 1) a letter of interest 2) a resume and 3) three current work references to:

Spoke the Hub Dancing, Inc.

Attention: Elise Long

748 Union Street

Brooklyn, NY 11215-1209

NO PHONE CALLS PLEASE

Spoke the Hub Dancing  
748 Union Street  
brooklyn, NY, 11215  
718 408 3234  
[www.spokethehub.org](http://www.spokethehub.org)

For more information:  
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