

Friday, July 19, 2019

## NJDTE Dance Administrative Assistant Part-Time Position

Company: New Jersey Dance Theatre Ensemble  
Location: Summit, NJ

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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 an part-time administrative assistant for its expanding year-round training program, performing company, four summer intensive programs (in New Jersey and New York City), and international exchange. Key qualifications include:

- B.F.A. or equivalent experience in field of Arts Administration or Business Administration, some Marketing skills and knowledge of 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 Microsoft One Drive, Word, Excel, PowerPoint, Constant Contact, Photoshop, Illustrator, applications and online databases and software.

Daily responsibilities vary but will include: scheduling, data cataloging, managing payments, daily communication through email and phone with parents, faculty, and staff, and working closely with the Executive Director and the Artistic Director.

Send Resume and letter of intent to: NJDTE Artistic Director Nancy Turano ([nturano@njdte.org](mailto:nturano@njdte.org))

New Jersey Dance Theatre Ensemble  
315B Springfield Ave  
Summit, NJ, 07901  
908-273-5500  
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For more information:  
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