

Monday, August 12, 2019

## PT Office/Booking/PR Assistant for Jane Goldberg

Company: Changing Times Tap Dance Company  
Compensation: Negotiable upon experience

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Location: Tribeca (NYC)  
Hours: 8-10  
Start date: September 1, 2019  
Pay: Negotiable upon experience

### Job Description:

- General office management (emails, filing, organizing)
- Assistance with bookings of Jane and the Traveling Tap Museum + outreach
- PR/Social Media/Branding (mailing list, Facebook, Instagram, YouTube, website)

### Required skills:

- Versatility with MacBook Pro
- Excellent communication skills (email and phone)
- Persistency, good follow-up skills
- Great organizational/filing skills
- Knowledge of dance, comedy, and the non-profit world helpful

Email cover letter and resume with phone number to [woodshedproductions@yahoo.com](mailto:woodshedproductions@yahoo.com)

More info about Jane: [www.janegoldberg.org](http://www.janegoldberg.org)

Changing Times Tap Dance Company  
6463345726  
[www.janegoldberg.org](http://www.janegoldberg.org)

For more information:  
Jane Goldberg  
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