

Tuesday, January 28, 2020

Stephen Petronio Company - Administrative Associate

Company: Stephen Petronio Company

Location: New York, NY

Compensation: Salary commensurate with experience.

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Photo by Ian Douglas

ADMINISTRATIVE ASSOCIATE

Stephen Petronio Company

Part/Full-time: 30-40 hours per week

For immediate hire

Stephen Petronio Company, a New York-based, internationally-renowned, non-profit contemporary dance company, seeks a new entry-level team member. The candidate should be a self-motivated, independent thinker that is also a well-rounded, dynamic, detail-oriented individual.

Overview

The Administrative Associate, a crucial member of this small, but expanding and vibrant non-profit performing arts organization, offers administrative support for the Company's marketing, select projects in Development, Programming, and the Petronio Residency Center, as well as general clerical tasks. The Administrative Associate is based in New York City and works closely with the Artistic Director, Executive Director, General Manager, and Petronio Residency Center Director.

About the Company

Founded in 1984, Stephen Petronio Company has performed throughout the world, will celebrate its 25th season in 2020 at The Joyce Theater in New York City, and has been commissioned by some of the world's most prestigious modern and ballet companies.

In 2015, the Company began Bloodlines, a project of Stephen Petronio Company to honor and curate a lineage of American postmodern dance masters. Distinguished for creating original languages that embody the highest level of artistic excellence, these artists have had a profound impact on Petronio's own artistic path. To date, the Company has restaged eleven works by Merce Cunningham, Trisha Brown, Anna Halprin, Yvonne Rainer, Rudy Perez, and Steve Paxton, with plans to incorporate others in the coming seasons.

In 2016, Stephen Petronio Company began considering its impact on the future and sustainability of this most ephemeral art form by establishing the Petronio Residency Center (PRC) as a retreat center where research and the creative process are paramount. The site, called Crow's Nest, is a 175-acre property just outside of Catskill. Paid artist residencies began in the summer of 2018, providing dedicated space and resources to artists to develop new work in an environment unfettered by market constraints and the pressures of urban life. The program is becoming part of a growing ecosystem in the U.S. dedicated to fostering a model for the future of contemporary dance. Besides residencies, the upstate facility also promotes outreach and education activities to the local community, serving over 1,800 children.

AREAS OF RESPONSIBILITY WILL INCLUDE:

Marketing

- Assist the General Manager in designing and managing audience engagement through marketing campaigns
- Maintenance and content development for all social media profiles
- Assist in managing marketing and promotional strategies for special projects
- Updating and creating content for company web platforms, including the Bloodlines Room

Development

- Overseeing and maintaining donor database and mailing lists
- Assisting in fundraising campaigns and mailings
- Assisting with the collection of supplemental materials for institutional grants
- Assisting with preparation and note-taking during quarterly Board meetings and various staff meetings
- Assisting in research, preparation, production, and execution of the annual benefit gala as well as other special events, both in New York City and at the Petronio Residency Center upstate

Programming

- Assisting the General Manager with coordination and advance logistics for touring engagements
- Documenting the Artistic Director's creative process for new works as well as reconstructions for Bloodlines
- Compiling programming information for tours and engagements

General Admin

- Daily administrative support: telephone, correspondence, clerical duties, maintaining the Company calendar
- Office management: notetaking in meetings, scheduling, managing and purchasing office supplies
- Assisting with other general administrative and office activities not mentioned above

This position requires flexibility and encourages growth as responsibilities may evolve based on the Company's needs and the candidate's individual areas of strength. The Administrative Associate represents the front-line of the Company's administrative team and often takes on new projects in different areas as they arise.

REQUIREMENTS

The ideal candidate will have either previous experience in arts administration and/or project management, a Dance or other arts background/interest, or relevant academic degree and references. Candidates must have excellent writing, editing, communication, and organizational skills, and the ability to multi-task, take initiative, and problem-solve. Some knowledge of web design, Wordpress, social media, Salesforce, Adobe Creative Suite, and community/audience outreach is required. Some evening and weekend hours are required around special events and performances.

To Apply

Please email a cover letter and resume attached as one single PDF to apply@stephenpetronio.com. Applications with the cover letter and/or resume in the body of the email will not be considered. No telephone calls please.

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