

Thursday, October 8, 2020

Assistant Business Manager - part-time position

Company: José Limón Dance Foundation, Inc.

Location: New York, NY

Compensation: Competitive, commensurate with experience.

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As the José Limón Dance Foundation celebrates its 75th Anniversary Celebration, it seeks an experienced Assistant Business Manager to join its dynamic and growing team, and to help take the Foundation to the next level. This is a unique opportunity to have a lasting impact on one of the world's leading dance institutions at a pivotal moment in its history.

The successful candidate must be detail oriented and demonstrate exceptional abilities in management, organization, communication (oral and written), and other areas related to accounting and finance. S/he will have an ability to work autonomously with minimum supervision but also know when you need to seek advice from your peers. The ideal Assistant Business Manager will be comfortable working in a fast paced, entrepreneurial organization focused on innovation, social change, and long-term impact. In addition to working closely with the Business Manager, the Assistant Business Manager will communicate with the all the Foundation's team when necessary.

The ideal candidate will have an interest in becoming familiar with the entire business processes of the Foundation and have a good understanding of the industry, market, and the ability to capitalize on growth opportunities. Align with our Core Values - You work well with others towards a common purpose to achieve shared goals by developing and maintaining responsive, cooperative and mutually beneficial internal and external relationships.

For full job description [click here](#).

How to Apply

Please email a cover letter and résumé to info@limon.org. Résumés without a cover letter will not be considered. Only those candidates considered for an interview will be contacted.

José Limón Dance Foundation is an Equal Opportunity Employer. Employment is based upon personal capabilities and qualifications without discrimination based on race, color, religion, creed, sex, sexual orientation, national origin, age, disability, marital status, veteran status, citizenship status, or any other protected characteristic as established by law.

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