Monday, May 10, 2021

Administrative Assistant

Company: Ajna Dance Company
Location: New Yotk, NY
Compensation: $18-$25/hour

About Ajna Dance Company:

Started in 2013, Ajna Dance Company is a NYC based woman and minority owned performing arts organization with the mission of sharing authentic and artistic Indian dance. We share movement and culture through our dance education programs in schools, dance classes and performances. We aim to increase the representation and accessibility of South Asian culture as well as foster diversity and cultural inclusion through our programs and performances. We have partnered with over 300 schools in all five boroughs of NYC. We are a growing organization looking for individuals to join our team who have an entrepreneurial spirit and are interested in long-term growth potential.

Summary:

Ajna is seeking 1 part-time Administrative Assistant to join our growing dance company. The ideal candidate is highly organized, detail-oriented and comfortable working in a fast-paced environment. They will be responsible for managing the day to day operations of the dance company. This includes email and calendar management, booking programs, classes and performances, invoicing, liaising with clients, teaching artists and dancers. The position requires the ability to work on multiple projects at a time. The Administrative Assistant is a part-time position reporting to Minila, the Director of the company and requires flexibility to work some evenings and weekends. 25-30 hours per week with the possibility of developing into full time. Compensation range is $18-$25/hour (via 1099), commensurate with experience.

Key Responsibilities

Respond to emails and manage the inbox (timely responses, follow ups)

Calendar and schedule management (Minila and dancers/teaching artists for booked events)

Event management - setting up arts education programs, performances & classes including scheduling and coordinating logistics with Ajna dancers/teaching artists

Provide customer service through all channels including phone calls and emails

Send invoices to clients in a timely manner and manage accounts receivables

Review invoices from Ajna dancers/teaching artists to ensure they are paid in a timely manner

Maintain and and grow email lists for email marketing

Manage studio bookings for classes and rehearsals

Keep the Ajna website up to date using WordPress

Assist with photo, file and folder management

The Ideal Candidate:

Excited to help grow a performing arts company company focused on sharing culture and movement

Extremely organized, detail-oriented and are comfortable multi-tasking

Self-motivated, can manage multiple workflows and prioritize your own time

Exceptional written and verbal communication skills

Ability to take initiative, think outside the box and solve problems independently

Proficiency or experience with: Google Suite, Quickbooks, Asana, Canva, Slack, MS Office

Requirements:

2 years of experience working in a similar or related position, performing arts experience preferred

Excellent writing and editing/proofing abilities (writing samples required)

Must have access to a reliable computer with active internet connection

Preferred skills:

Simple content creation (i.e.: Canva, InDesign) experience is a plus.

Dance experience an asset but not required

Soft Skills Needed:

Strong creativity, collaborative skills and the ability to self-start

Flexibility with changes in task and priorities along with using sound judgment

Ability to relate to people of diverse backgrounds, training, and experience

To apply, please submit resume, cover letter, and writing samples to minila@ajnadance.com.

Ajna Dance Company
301 Elizabeth St., 4R
New Yotk, NY, 10012
646-319-3054
www.ajnadance.com

For more information:
Minila Shah
minila@ajnadance.com
646-319-3054

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