

Tuesday, June 29, 2021

Arts Administrator

Company: Danielle Russo Performance Project
Location: Brooklyn, NY
Compensation: Hourly

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Danielle Russo Performance Project ([DRPP](#)) is expanding its administrative team for its current project, [Final Notice](#), taking place in July - September 2021. DRPP is seeking an Arts Administrator who has experience working in the Community Non-Profit sector, as well. This is a paid, part-time, and predominately remote position.

Final Notice is a new interactive map app exposing climate change, environmental racism, and historical erasure on the Brooklyn waterfront, explicitly emphasizing neighborhoods with Superfund and Brownfield sites. In Summer 2021, *Final Notice* will include two S.T.E.A.M. programs at Red Hook Initiative and El Puente, and culminate in an outdoor public performance series on September 25 and 26. (For more in-depth information about the project, please visit www.finalnoticebk.com.) The Arts Administrator will report to the Project Director and Lead Administrator, with work ranging from the educational programming to the September production.

Responsibilities:

- Assist in building our professional and community-based networks to encourage and support local participation in *Final Notice* activities and events;
- Assist in bridging and fostering partnerships with leadership at existing organizations, grassroots initiatives, and elected offices to build a professional network for *Final Notice* app development and community events;
- Develop and maintain effective communication between the *Final Notice* Creative Team, Partners, and the community-at-large;
- Assist in development of strategic and tactical advocacy plans;
- Assist in permits and permissions for *Final Notice* outdoor community events.

The ideal candidate will have:

- Experience in production, particularly models for site-specific performance in NYC, with an understanding of current City policies;
- Interest and/or experience in arts education, particularly in the Community Non-Profit sector;
- Interest and/or experience in community organizing, outreach, and/or advocacy; event planning and coordination;
- Passion about combating climate change and environmental racism at a local level;
- Great organization skills and have a keen sense of detail;
- Excellent written and verbal communication skills;
- Proficiency in Google Drive;
- Bilingual preferred (English and Spanish);
- Must be a team player and have the ability to take the initiative.

This is a part-time, paid position at \$20/hr. We anticipate this work being 10 hours per week. Committed to diversity, equity, and inclusion, DRPP and the *Final Notice* team are prioritizing BIPOC candidates.

We are seeking to hire ASAP. Contracts are month-to-month, but we aim to hire an administrator who can work up through our launch (end of September).

Interested candidates, please send your resume and cover letter to russodm27@gmail.com. For questions and more details, please contact Danielle Russo at russodm27@gmail.com.

Who we are: Danielle Russo Performance Project is a non-profit co-operative of diverse artists who design interdisciplinary performance for non-traditional "stages", and a platform for education and community outreach.

Danielle Russo Performance Project
Brooklyn, NY
www.drpp.nyc

For more information:
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