

Wednesday, June 16, 2021

HIRING - Programs Manager

Company: Green Space

Location: Long Island City, NY

Compensation: Commensurate with Experience

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Programs Manager

Dance Entropy Inc.

www.DanceEntropy.org

www.GreenSpaceStudio.org

About Dance Entropy/Green Space

Valerie Green/Dance Entropy is a professional not-for-profit modern dance company founded in 1998. The company performs in NYC, tours and teaches both domestically and abroad. Dance Entropy supports the vision of Artistic Director Valerie Green, who creates stage and site-specific work. A significant part of the company's mission is to use creation, performance, and education in locations and communities where the work will have the greatest impact such as with senior citizens, at-risk youth, and people with disabilities. In 2005 Dance Entropy created a company home, Green Space in Long Island City, Queens. Through Green Space, Dance Entropy offers classes for various ages, outreach programs, multi-arts events, the new works performance discussion series Fertile Ground and the Take Root presenting program for established artists. Green Space is highly regarded in providing valued resources to the dance community and has become an incubator for new and emerging talent.

Job Description

Dance Entropy is seeking a Programs Manager to work closely with the Executive Director performing a wide variety of tasks. This includes varied aspects of the organization's administration:

- Performance Programs management: corresponding with Take Root and Fertile Ground artists, managing all marketing, and all other details for these monthly performance programs
- Studio operations: managing the studio calendar and rental bookings
- Website maintenance
- Third party ticketing maintenance and coordination
- Office and studio tasks
- Attendance at events as needed

Qualifications

Applicants must have a strong attention to detail and excellent organizational skills. Applicant must be enthusiastic, hardworking, flexible, focused with a sharp memory, a good multi-tasker and self-motivated. Strong communication, written and interpersonal skills are essential. Five-years prior administrative experience is required. Knowledge of dance, business and the not-for-profit world are required. Proficiency in Word, Excel, Constant Contact, Network for Good, Squarespace, and Quickbooks.

Hours

Part-time employment, 10-12 hrs/week ONSITE in Long Island City. This is NOT a remote position.

Pay: Commensurate with experience

*Prompt submission is strongly encouraged. Position start date immediate.

To Apply

Please email cover letter, resume, and references to: Info@GreenSpaceStudio.org

Please include "Programs Manager Position" in subject line

No phone calls please.

Dance Entropy, Inc. is an equal opportunity employer.

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