

Tuesday, October 11, 2022

Administrative Assistant

Company: Cornfield Dance

Location: New York, NY

Compensation: Hourly rate based on prior experience

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Cornfield Dance is seeking a proactive, highly organized, detail-oriented arts administrator. This is a part-time position ranging from 5-15 hours per week, depending on work needed. Start date will be November- December 2022. This job will be a mix of remote and in-person work.

Cornfield Dance is a small and active dance company under the artistic direction of Ellen Cornfield, a dance artist known for her work as an independent choreographer and for her years working as a dancer with the Merce Cunningham Company. Cornfield Dance has a 30-year legacy, presenting Ellen's work in 8 countries in addition to her extensive work around the United States. Please visit www.cornfielddance.org for more information about the company.

Qualifications

- Arts administration experience required
- Ability to work directly with Ellen Cornfield on a variety of administrative tasks
- Organized, flexible, and creative
- Strong interpersonal skills
- Strong writing skills
- Insights into the NYC dance community a plus
- Able to balance multiple projects and deadlines
- Able to work independently
- Preferred Experience in: Microsoft Word and Excel, Dropbox, Google Drive, Mailchimp, Quickbooks, and Asana
- Strong video editing skills

Position Details

Duties include, but are not limited to:

FINANCES

- construct project budgets
- track all expenses and income
- track tax deductible donations through fiscal sponsor and compose thank you letters to all donors

MARKETING AND COMMUNICATIONS

- compose emails to donors, presenters, collaborators, and other key parties
- create and send newsletters to Cornfield Dance mailing list using Mailchimp
- maintain Cornfield Dance website as feasible and communicate with web designers when needed

SCHEDULING

- coordinate dancers' schedules to organize rehearsals
- book rehearsal space

ORGANIZATION

- organize files and projects
- keep email account cleared
- organize and maintain office space

BOOKING

- research, contact, and follow up with presenters

GRANTS

- research grants, track deadlines, complete applications

SOCIAL MEDIA

- maintain Cornfield Dance Instagram and Facebook accounts
- perform research on trends and audience preferences
- design and implement marketing strategies across platforms
- edit photo and video content
- maintain consistent posting schedule

Interviews will begin the week of October 24th. First round interviews will be conducted over Zoom and second round interviews will be in-person at our office located in the East Village.

Salary: Hourly rate based on prior experience.

To apply, please e-mail a resume and cover letter to Maddie Hanson at administration@cornfielddance.org, and copy Ellen Cornfield at ellencornfield@cornfielddance.org. Qualified candidates will be contacted for interviews on a rolling basis.

Cornfield Dance
New York, NY
<https://www.cornfielddance.org>

For more information:
Maddie Hanson
administration@cornfielddance.org

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