

Monday, October 31, 2022

Office Manager

Company: Lotus Music and Dance
Location: New York, NY
Compensation: \$20K - \$25K with experience

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Lotus Music and Dance seeks to hire an Office Manager. The Office Manager reports to the Executive/Artistic Director.

The Office Manager should have a commitment to Lotus's mission, core values and its equity-diversity-inclusion initiative within the workplace and in the field. They should be collaborative, empathetic, and resourceful, and be able to productively work with a diverse staff, board, and network of external partners. Outstanding interpersonal verbal and written communication skills are essential, as are strong attention to detail and dependability. Proofreading is essential. Optimal candidates will have a commitment to learning and growth for themselves and their colleagues. We are seeking someone with experience in producing events and/or performances, as well as a knack for designing and executing efficient processes and an ability to quickly learn new systems.

In addition to these qualities, we are seeking someone who has:

- Strong working knowledge of Google Drive and Microsoft Office functionality, Facebook, Instagram, DonorView, etc.
- A minimum of 2 years experience in dance/music/theater events, fundraisers , and/or festivals.
- Demonstrated skills, knowledge, and experience in planning or coordinating festival events in a collaborative capacity.

The ideal candidate would additionally have:

- Familiarity with the dance field as production personnel, an administrator, or an artist.- Exceptional organizational and problem-solving capabilities, as well as the ability to manage multiple projects at once.
- Experience supervising staff, interns, and/or volunteers, in the workplace and/or on site at productions or events.

These projects include but are not limited to:

- Managing all aspects of the venue partnerships, including offsite community and cultural venues.
- Coordinating with all event artists, production consultants with the support other staff.
- Facilitate all vendor relationships and bill payments, interfacing with our accountant and Quickbooks
- Post-Performance follow up, analyze registration data and review attendee evaluations to create comprehensive follow-up reports.
- Assisting with other tasks as necessary to ensure smooth working of the daily operations.

Please send resume and references with Cover Letter to: studiomanager@lotusmusicanddance.org

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