

Friday, February 3, 2023

## Administrative Assistant

Company: Cornfield Dance

Location: New York, NY

Compensation: Hourly rate: \$20-\$25 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 4-10 hours per week, depending on work needed. Start date will be February-March 2023. This job will be a mix of remote and in-person work. Much of the focus will be on preparations for our 40th Anniversary performances in August.

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 40-year legacy, presenting Ellen's work in 8 countries in addition to her extensive work around the United States. Please visit [www.cornfielddance.org](http://www.cornfielddance.org) for more information about the company.

### Qualifications

- Arts administration experience required
- Ability to work directly with Ellen Cornfield and existing Administrative Assistant 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
- Experience working with social media

### Position Details

Duties may include, and are not limited to:

#### FINANCES

- track tax deductible donations through fiscal sponsor and compose thank you letters to all donors
- execute fundraising initiatives
- manage and develop donor base

#### MARKETING AND COMMUNICATIONS

- maintain Cornfield Dance website as feasible and communicate with web designers when needed
- manage and organize address base

#### ORGANIZATION

- organize files and projects
- organize and maintain office space
- coordinating production elements
- create calendar of deadlines, assist Ellen Cornfield with completing tasks, etc associated with production

#### GRANTS

- research grants, track deadlines, complete applications

#### SOCIAL MEDIA

- maintain Cornfield Dance Instagram and Facebook accounts
- implement marketing strategies across platforms
- edit photo and video content
- maintain consistent posting schedule

Interviews will occur on a rolling basis, beginning the week of February 6th. 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: \$20-\$25 based on prior experience.

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

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

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For more information:  
Maddie Hanson  
[administration@cornfielddance.org](mailto:administration@cornfielddance.org)

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