

Monday, October 30, 2023

Administrative Assistant

Company: Cornfield Dance
Location: New York, NY
Compensation: \$20-25/hour

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ADMINISTRATIVE ASSISTANT

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. Earliest start date will be November 2023, though we are open to adjusting for the right candidate. This job will be a mix of remote and in-person work, and begin start part-time with the opportunity to grow into a position with greater responsibilities and remuneration.

Cornfield Dance is an active dance company under the artistic direction of Ellen Cornfield, a dance artist known for her elegant and quirky choreography, and for her spirited dancing in the Merce Cunningham Company. Cornfield has a 40-year legacy as a choreographer. Her company has taught and performed in 8 countries, including throughout the United States. Please visit www.cornfelddance.org for more information about the company.

Qualifications

Arts administration experience and/or training required

Ability to work directly with Ellen Cornfield and existing administrative team

Organized, flexible, and creative

Strong interpersonal skills

Strong writing skills

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

Social media skills a must

Strong video editing skills a plus

Insights into the NYC dance community a plus

Position Details

Duties may include, and are not limited to:

FINANCES

- track income and expenses?
- develop budgets
- manage and develop donor base

MARKETING AND COMMUNICATIONS

- manage and organize address base
- collaborate on scheduled mailings through MailChimp

GRANTS

- research grants, track deadlines, complete applications

MISCELLANEOUS

- maintain organization of files, projects, and office space
- coordinate production elements
- create calendar of deadlines

Interviews will occur on a rolling basis, beginning the week of November 1st. 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 begins at \$20-\$25, or open to negotiation based on work experience and salary history.

To apply, please e-mail a resume and cover letter to Dianne Nora 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
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For more information:
Ellen Cornfield
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[< back](#)

[previous listing](#) • [next listing](#)