

Friday, May 9, 2025

Administrative Assitant (\$30/hour)

Company: Renversons Dance

Compensation: \$30/hour, 3-7 hours a week

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Hiring: Part-Time Administrative Assistant (Remote / NYC-Based Preferred)

We are a new contemporary ballet company based in NYC, building toward our inaugural season in Spring 2026. We create concept-driven contemporary ballet with a focus on non-gendered partnering. We also aim to maintain a fair, respectful, and supportive working environment.

We're seeking a part-time administrative assistant to support our early growth and help us lay the foundation for a sustainable nonprofit arts organization.

Hours: 3-7 hours/week (flexible)

Pay: \$30/hour

Start: ASAP

Duration: Ongoing, with increasing involvement leading up to our 2026 season

Primary Tasks:

Assist with 501(c)(3) nonprofit formation and recordkeeping

Track expenses and assist with basic bookkeeping

Book studio space and keep track of dancers' schedules

Support grant research, applications, and fundraising efforts

Prepare and organize administrative documents

Ideal candidate:

Organized, detail-oriented, and self-motivated

Experience in arts administration or nonprofits preferred

Interest in ethical leadership in dance and inclusive organizational practices

Bonus: familiarity with grant writing, Google Workspace, or QuickBooks

To apply, please email your resume and a short note about your interest and relevant experience to Minnie Lane at minnieblane@gmail.com.

Renversons Dance

For more information:

Minnie Lane

Minnieblane@gmail.com

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