

Monday, September 8, 2025

Now Hiring: Lead Administrator

Company: Eryc Taylor Dance

Location: New York, NY

Compensation: \$20/hour, 10 hours per week, 52 weeks per year

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Eryc Taylor Dance (ETD) is looking for a Lead Administrator who has strong Arts Administrative and Development skills.

Eryc Taylor Dance, Inc. (est. 2006), ETD is a nonprofit dance company dedicated to fostering community connections through diverse and inclusive artistic expression. Through movement, ETD addresses social and environmental issues, creates and presents original performances and dance films, offers master classes, and commissions new works. ETD supports emerging choreographers and curates workshops for underserved communities. ETD strives to inspire change and bring awareness to critical issues across NYC and beyond.

- Work will be hybrid and hours are flexible with a preference toward a consistent weekly schedule.
- Lead Administrator position requires and starts at 10 hours/week.
- Compensation is commensurate with experience, starting at \$20/hour with opportunity for wage increase after 6-months.
- Preferred minimum 1-year contract after a 3-month review.
- This is a contract (1099) position and personnel will receive a W9 for services rendered.

Lead Administrator Responsibilities include:

Invoices

- Request monthly invoices to all independent contractors and company members.
- Assist Outreach Director in preparing the monthly payroll for Company contractors.
- Record payroll in the Payroll Tracking spreadsheet.

Budget

- Keep Annual Budget Report Up-To-Date through cashflow sheet (Google Sheets).
- Stay on track of Company expenses and remaining capital in conjunction with the Bookkeeper (Quickbooks).
- Gather tax preparation information for the Accountant.
- Finalize ETD annual budget in collaboration with Leadership Team.
- Remain in compliance with ETD insurance policies.
- Oversee and track all monthly subscriptions.

Marketing/Social Media

- Create monthly newsletters (Mailchimp) and blogs (Squarespace).
- Update ETD website with new images, programming, and events (Squarespace).
- Be in communication with Social Media Manager and Artistic Director about social media content, status, updates, and analytics.

Quarterly Board Meetings

- Prepare quarterly board agenda with company news and updates (Operational, Programming, Financial, Outreach).
- Create a Doodle Poll for scheduling Board Meetings one month in advance.
- Schedule, Host, and Record meeting minutes for Board Meeting and send to Board following completion for approval.

Development

- Coordinate with Fundraising Specialist and Artistic Director to create fundraising campaigns (letters, newsletters, emails).
- Write and distribute thank-you letters and acknowledgements to donors and grant foundations (Canva).
- Track, research, and submit grant applications – potential collaboration with the Grant Writer.
- Assist the Grant Writer with the grant portal setup and management.
- Share the necessary documents needed for the Grant Writer to fill out applications.
- Create budgets and supporting materials specifically for grant applications.
- NYSCA – maintain prequalification status.

TO APPLY:

Email Savannah at info@etd.nyc with your resume and cover letter. Applications close September 16, 2025.

ETD is dedicated to making all performances, workshops, and events accessible to individuals with varying abilities. Our team of instructors collaborates with and hires people with disabilities, ensuring that all spaces used for rehearsals, workshops, and performances are equipped with ramps, elevators, and alternative accessibility options. We also provide closed captioning for all performance videos. ETD creates works that resonate with wide-ranging audiences, particularly multi-generational LGBTQIA+, BIPOC communities and their allies.

Eryc Taylor Dance
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For more information:
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