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administration



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April 18, 2022

### SEEKING FESTIVAL COORDINATOR!

FESTIVAL COORDINATOR This is an exciting position in WW's Festivals Project administration, who will have full responsibility for the operation of the Festivals Project. Through executive oversight of day-to-day operations, the Festival Coordinator oversees WW's 21st Annual 2022 Virtual DDF (June 23rd-26th) and the 7th Annual SoloDuo Dance Festival (February 2023 at Dixon Place). This position...



April 16, 2022

### The Ailey School: Junior Division Administrative Coordinator

Job Title: Junior Division Administrative Coordinator Organization: The Ailey School, The Official School of The Alvin Ailey American Dance Theater Location: New York, NY Website: <http://www.alvinailey.org> Preferred...

April 14, 2022

### Full-Time Administrative Associate

JOIN PENTACLES TEAM OF IMPACTFUL ARTS ADMINISTRATORS Seeking one full-time staff person to fill the role of Administrative Associate. About Pentacle: Pentacle's mission is to design and provide unique and robust programs of support for performing artists at critical stages in their careers. At the same time, Pentacle enriches the cultural landscape through cross-sector partnerships in multiple...



April 6, 2022

### Intern, Individual Giving (Unpaid)

Intern, Individual Giving (Unpaid) The New York City Ballet Membership (Development) Department is seeking an enthusiastic and responsible individual who has a strong interest in gaining practical experience in the areas of development, patron relations, database management, and research. Reports to Senior Coordinator, Membership. Time commitment: 20-24 hours/week. The internship...



April 5, 2022

### Scheduling and Contracts Manager, Part-Time

Baruch Performing Arts Center, a multi-disciplinary, multi-venue cultural center located in Baruch College in the Flatiron District of Manhattan, is looking for a Rental and Contracts manager. Reports to Managing Director to handle all day-to-day space use administration. Candidate will be efficient, detail oriented, have some theatre production and/or events planning knowledge; prior experience...

March 28, 2022

### Full-Time Fiscal Associate

About Pentacle: Pentacle's mission is to design and provide unique and robust programs of support for performing artists at critical stages in their careers. At the same time, Pentacle enriches the cultural landscape through cross-sector partnerships in multiple communities across NYC and the U.S. Since 1976, Pentacle has been a model in the arts administration field, enabling performing artists...



March 28, 2022

### International Society for the Performing Arts: Administrator

About ISPA The International Society for the Performing Arts (ISPA) is a global association of arts management leaders, who come together with the shared goal of strengthening the arts internationally by building leadership ability, recognizing and discussing field-wide trends and new developments, and deepening global exchange through the arts. We achieve this through professional congresses, leadership...

March 14, 2022

### MOVE|NYC| is Hiring a Programs Assistant

The Programs Assistant is a proactive, ambitious, creative, organized, and justice driven nonprofit professional who works as part of a coordinated team consisting of the Founders & Artistic Directors and Managing Director. The Programs Assistant's primary responsibility is to support all administrative, communications, and operational imperatives for MOVE|NYC|'s 6 artistic, mentorship, and professional...

