

OUR NEW YORK CITY DANCE

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administration



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PLACE LISTINGS OR PURCHASE

November 11, 2021

Studio Coordinator & Administrative Assistant



Position Summary: Battery Dance seeks a Studio Coordinator & Administrative Assistant to join its talented team. Responsibilities include the management of Battery Dance's Studio Share program, assistance in development tasks as well as coordination of the Company's meeting schedule. In addition, the Studio Coordinator & Development Assistant will assist other program staff in working on a suite...

November 9, 2021

General Manager, The Washington School of Ballet (The Washington Ballet)



The Washington Ballet welcomes applications and nominations for the position of General Manager of The Washington School of Ballet, available in early 2022. The Company The 2021-22 Season marks the 45th Anniversary of The Washington Ballet (TWB) and the fifth season led by the Company's internationally acclaimed Artistic Director, Julie Kent. Deeply committed to the development of the...

November 8, 2021

Dance New Jersey Director of Dance Education



Dance New Jersey Director of Dance Education The statewide non-profit dance and dance education service organization Dance New Jersey (DNJ) seeks a Director of Dance Education responsible for day-to-day management and administrative oversight of the organization's educational programs. Position requires skills as a leader, organizer, and administrator to implement DNJ programming and initiatives,...

November 2, 2021

Part-time Communications + Project Coordinator



Position Summary Yaa Samar! Dance Theatre seeks a part-time Communications + Project Coordinator to assist with the planning, coordination, marketing/promotion, and implementation of the company's ongoing community engagement programs and two-week NYC performance season (May, 2022). This position will report to and work collaboratively with the Executive and Artistic Directors and liaise with artists,...

October 27, 2021

Community Engagement Programs Manager

Jacob's Pillow seeks a Full Time Community Engagement Programs Manager to work closely with the Director of Community Engagement to plan, organize, and implement the Pillow's year-round Community Engagement Programs. This role supports the evolving programs of the Community Engagement department to connect with communities through movement and shared arts experiences. With a particular focus

October 25, 2021

Company Manager



Location: New York, NY Reports to: General Manager Status: Full-time Salary: \$55,000 - \$58,500 commensurate with experience; comprehensive benefits package including medical, dental, vision insurance, paid-time off, paid sick leave, matching retirement plan. Application Deadline: open until filled; applications received by November 16 will be prioritized Ideal Start Date: December 2021 - January...

October 15, 2021

Cora Dance Seeks a General Manager



Cora Dance is looking for an energetic, self-motivated, detail-oriented General Manager to join a small, inspiring, dedicated team of administrators and artists. The General Manager position is a new role at Cora responsible for managing the organization's day-today finance and operations activities, information systems and HR/human resources while providing team leadership to supporting staff...

HUNTER COLLEGE Assistant to the MA Dance Education Director Arhnold Graduate Dance Education (AGDEP) Program Reports to: Dance Education Program Director/Dance Department Chair Minimum Qualifications The ideal candidate will have a strong administrative background; experience with budget management; strong writing/editing skills; strong interpersonal and communication skills; experience...

newest newer • Page 39 • older oldest