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administration



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September 13, 2021

Development Intern: Research & Events

About: Ballet Hispánico is seeking a part-time Development Intern to work within the Development & Marketing department for the 2021 fall semester. This comprehensive position will offer an intern professional experience in the areas of arts administration and fundraising. We welcome applications from undergraduate and graduate students, recent college graduates and early-career professionals. Position...

September 13, 2021

Managing Director of Administration, Gibney

Gibney, a major force for dance and social justice in New York City, welcomes nominations and applications for the newly designed position of Managing Director of Administration, available in the Fall of 2021. The Organization www.gibneydance.org Founded by choreographer, entrepreneur, and activist Gina Gibney in 1991, Gibney is a dance company, a performing arts hub, and a social action...

September 10, 2021

Executive Assistant for Arts Organization

NYC based nonprofit, Bridging Education & Art Together (BEAT), seeks a detail-oriented Executive Assistant (EA) to support the Executive Director by providing coordination assistance with day-to-day scheduling, logistics, and occasional content related support. The EA will also provide administrative support to the Board of Directors. A successful candidate will have at least three years of full time...



September 3, 2021

Company Manager

Company Manager Dance Entropy Inc. www.DanceEntropy.org About Dance Entropy Founded in 1998, Valerie Green/Dance Entropy (VG/DE) believes in humanizing movement, both in Ms. Green's critically acclaimed choreographic work and the company's mission to plant creative seeds in communities across the world. Intersecting mortal and transcendent, sensual and sophisticated, visceral and self-aware,...



September 1, 2021

Company Manager

Amanda Selwyn Dance Theatre/Notes in Motion, a 501(c)3 modern dance company and arts education vendor of the NYC Dept. of Education, is seeking a part-time Company Manager to develop, coordinate and implement a full schedule of performances, programs, events, residency, and touring engagements. The Company Manager will be a seasoned professional with 5 + years experience working in dance administration...



August 26, 2021

Work-Exchange Program: Fall Applications Open

START DATE: September 12, 2021 ORGANIZATIONAL BACKGROUND: Dancewave provides access to supportive and empowering dance experiences that center social, emotional and cognitive development through movement. Developing programs to meet community needs, we use dance as a vehicle for transformation, expression, active citizenship and self-reflection. We engage our diverse audience through an expansive...



August 25, 2021

Research & Data Analyst (full-time, fully remote)

Webb Mgmt, a consulting practice dedicated to the arts sector, is in search of a full-time Research & Data Analyst to provide deep and insightful work to support planning for cultural facilities, organizations and initiatives. Responsibilities: Conduct primary and secondary research and analysis, including demographic analysis, competitive market analysis, multi-variable analysis, comparables...

August 25, 2021

Development Intern: Research & Events

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