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administration



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PLACE LISTINGS OR PURCHASE ADS

December 9, 2019

Seeking Part-Time Administrative Assistant

Outreach Sector of NYC-based dance company is seeking an Administrative Assistant to begin February 2020. About the Position The Administrative Assistant is a part-time Independent Contractor position that works closely with the Program Manager to help promote and expand the outreach program within our current client portfolio and to other institutions. This position will include the following: -...

December 9, 2019

Company Manager

BodyStories: Teresa Fellion Dance is searching for a part-time Company Manager. The ideal candidate will be consistently looking forward to further the momentum and growth of the company. We are looking for someone with a passion for the arts and experience in arts administration, with strong skills in writing and time management. The candidate will be highly organized and motivated, with great attention...

November 29, 2019

Marketing/ Media, Development/ Special Events, and Arts Management Internships

WHO ARE WE? BodyStories: Teresa Fellion Dance is an NYC-based non-profit contemporary dance company, officially formed in 2011, and active with individual projects since 2004. We create original dance works in collaboration with composers and artists of all disciplines, and have performed and taught across the continental United States, Dubai, Cameroon, and in Europe. We work very closely with our...

November 18, 2019

Human Resources Manager

Jacob's Pillow seeks a Human Resources Manager (a new position) who works closely with the staff and management team to plan, implement and administer policies relating to all phases of human resources activity including recruitment, orientation, training, workplace satisfaction, and professional development. Operating year-round with an intense 10-week summer season where most personnel work a...



November 18, 2019

Seeking Moving For Life Interns for Winter/Spring 2020

Moving For Life | Internships Part time, 10 hours per week, flexible schedule Duration: 3-6 months Compensation: Internships are unpaid, college credit available Moving For Life- Dance Exercise for Health provides fun and gentle movement classes to older adults and people of all ages affected by cancer. We are movement therapists, exercise specialists, dancers, bodyworkers, psychologists, doctors...



November 15, 2019

Brooklyn-Based Dance-Theatre Company Seeks Digital Media and Communications Associate

Our registered 501(c)(3) dance-theatre company is now accepting résumés for a part-time (10-15 hours per week) Digital Media and Communications Associate position. This position entails assisting in the design of social media show campaigns (Instagram, Facebook), and e-newsletters. We are seeking candidates with at least two years of professional experience in arts administration, with excellent...

November 14, 2019

OFFICE AND COMMUNICATIONS MANAGER

BARKIN/SELISSEN PROJECT, a NYC based Contemporary Dance Company founded in 2009, seeks an Office and Communications Manager Our History: BARKIN/SELISSEN PROJECT (B/S P) engages diverse audiences, providing connection to art and movement by holding performances and workshops worldwide. The company has toured to 19 cities in 5 countries and created over 21 pieces including five evening length...



November 6, 2019

Lighting Designer Needed on Dec 19

Alternative Synergy The Company is looking for lighting designer on Dec 19. Pay \$200. Must be available Dec 9 & 11 for tech rehearsal. Bogart House, 230 Bogart Street, Brooklyn 11206. ...



