

► [Share](#) | [Print](#) | [Download](#)

administration



Category:

All Auditions Choreographic Opportunities Funding Opportunities **Jobs & Internships** Volunteering Training Photo & Video

Listings and advertisements on Dance.NYC are all user-generated. The inclusion of content by any user does not constitute an endorsement by Dance/NYC of that individual or organization's views. Please write to info@dance.nyc if you have any questions or would like to flag a listing or advertisement.

To learn more about posting free listings and purchasing low-cost advertisements to reach Dance/NYC's audiences:

PLACE LISTINGS OR PURCHASE ADS

July 19, 2019

[NJDTE Dance Administrative Assistant Part-Time Position](#)

New Jersey Dance Theatre Ensemble (NJDTE), a non-profit in Summit, NJ seeks a self-motivated, detail-oriented and highly driven individual to function as an part-time administrative assistant for its expanding year-round training program, performing company, four summer intensive programs (in New Jersey and New York City), and international exchange. Key qualifications include: - B.F.A. or equivalent...

July 18, 2019

[Arts Administration Internship: Seeking interns & participating artists or non-profits](#)

Pentacle is seeking part-time interns for our Fall 2019 session of our Internship Program. The session will run September 30 - November 22. The Internship Program matches interns with performing artists and artist service organizations, providing an unparalleled opportunity for both hands-on work experience and personalized professional development. Participants will work with their matched company...



July 15, 2019

[Dance Studio Manager](#)

Dance Studio Manager & Assistant to the Director description: Position open in a quickly growing ballet school and developing dance company. Duties range from daily operations such as attendance taking and phone answering to marketing and strategizing. The environment is supportive and creative for both staff and students. Responsibilities include: Checking students into the studio from outside...

July 13, 2019

[Cora Dance seeks a Programs & Facilities Assistant](#)

Programs & Facilities Assistant Company: Cora Dance Location: Red Hook, Brooklyn Hourly wage: \$15 per hour, 18 Hours per week, Sept 2019 - Mid-June, 2020 Cora Dance seeks a reliable, warm, patient, caring, organized person who loves young children to join the Cora Dance Education team as a Programs & Facilities Assistant. Ideal candidates are 18 or older, bilingual (Spanish/English) and experienced...



July 12, 2019

[Administrative & Marketing Interns Needed](#)

JOB DESCRIPTION: stubbornMVM is seeking an Administrative Intern and Marketing Intern to assist the Artistic Director, Rodd Denson, in an upcoming production in collaboration with The Performance Project @ University Settlement. Interns will cultivate skills that will aid in those seeking careers in Arts Administration, Event Management, Marketing, and Social Media Management. This position will...



July 3, 2019

[2019-20 BAX Youth Education Administrative Internship](#)

Brooklyn Arts Exchange is a community based performing arts center dedicated to developing artists of all ages from children to professionals. BAX Youth Education provides expert instruction in building technical skills in dance, tumbling, and theater with an emphasis on cultivating creative expression. Working with professional performing arts faculty, BAX students develop improvisation, composition...

July 1, 2019

[Whim W'Him is hiring its next Executive Director](#)

Whim W'Him seeks a dynamic and experienced leader to serve as its next Executive Director. This is an opportunity to champion the mission of a leading Pacific Northwest contemporary dance organization. The ideal candidate has a background in arts leadership with a passion for dance. Must be a seasoned fundraiser and have marketing experience. Status: Full-Time Exempt (40 hours/week, some nights...



June 26, 2019

[Experienced Part-time Administrator for Table of Silence Project 9/11](#)

Buglisi Dance Theatre, Jacquelyn Buglisi Artistic Director, is a premier contemporary dance company located in the heart of Times Square in The New 42 Street Studios. The position involves assisting in the coordination of the 2019 Table of Silence Project 9/11, a site-specific performance ritual for peace held on the Josie Robertson Plaza, Lincoln Center with 150+ dancers, Wednesday,



