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administration



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July 9, 2018

### Program Assistant

**DESCRIPTION** About Us: Jiva Performing Arts is a registered 501(c)(3) not-for-profit organization which exists to promote and preserve the classical arts of India, specifically Indian classical music and dance. Through innovative performances, classes, workshops, lecture demonstrations and a strong arts-in-education base, we strive to encourage the growth of the classical arts of India in the New...



July 8, 2018

### Associate Producer (freelance)

Founded as Performance Space 122, in 1980, from an explosion of radical self-expression amidst the intensifying American culture wars, Performance Space New York is the birthplace of contemporary performance as it is known today. The early acts that defined the organization's unique role in New York cultural history asserted themselves as living, fleeting, and crucially affordable alternatives to...



July 6, 2018

### Arts Administration Internship

Pentacle is seeking part-time interns for our Fall 2018 Session of our Internship Program (Cultivating Leadership in Dance). The session will run September 24-November 16. The Internship Program matches interns with affiliated performing artists and artist service organizations, providing an unparalleled opportunity for both hands-on work experience and personalized professional development. Participants...



July 6, 2018

### Kizuna Dance Seeks Fall Interns

KIZUNA DANCE is searching for interns for its 2018-2019 season! Interested applicants should be interested/versed in Arts Administration, Fundraising/Development, and/or Digital Marketing. **THE COMPANY:** Kizuna Dance blends elements of breaking, house dance, and capoeira with contemporary floorwork to create works that resonate with physicality, humanity, and intricacy while also celebrating...



July 4, 2018

### Cornfield Dance Seeks Administrative Director (Part-time)

Administrative Director for Cornfield Dance Cornfield Dance is seeking a proactive, highly organized, detail-oriented arts administrator to work a minimum of 10 hours a week starting August 2018. Cornfield Dance is a small and active dance company under the artistic direction of Ellen Cornfield, a dance artist renowned for her work as a dancer with the Merce Cunningham Company and as an independent...

July 2, 2018

### Jennifer Muller/The Works seeking Interns!

Jennifer Muller/The Works seeks dedicated and enthusiastic interns for the summer and fall 2018! Internships are offered on an ongoing basis, but can be created on a semester, quarterly or yearly schedule. The Works is thrilled to offer 2-3 internship positions (with consideration of turning it into a part-time paid position); interns will contribute 10-12 hours per week in the office, with a...



June 28, 2018

### Brooklyn Ballet Seeks School Administrator

**SCHOOL ADMINISTRATOR** Job Description: Brooklyn Ballet School is seeking a full-time School Administrator who will be the first point of contact for all of our clients and guests upon arrival. The candidate should be an experienced administrator who is a dedicated, reliable, adaptable, highly organized, detail-oriented, and a quick learner. The person in this position maintains a professional manner...



June 28, 2018

### Group Sales Assistant - Seasonal - DF36

Group Sales Assistant (seasonal, July-January) Alvin Ailey American Dance Theater, the world's most popular modern dance company, is seeking a motivated and personable assistant to work in its group sales department. This is a seasonal position, for the period from July 23,

2018 through January 4, 2016. The Assistant typically works an average 25-hour week (Monday-Friday; exact hours TBD) but (s)he...

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