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administration



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PLACE LISTINGS OR PURCHASE ADS

September 20, 2017

[Dance/NYC Office Manager](#)

Title: Office Manager Location: New York City Reports to: Executive Director Status: Full-time, non-exempt position with opportunity for career growth within the organization; start date November 1, 2017 (negotiable) Dance/NYC's (www.dance.nyc) mission is to promote and encourage the knowledge, appreciation, practice, and performance of dance in the metropolitan area. It achieves this mission through...



September 19, 2017

[Seeking a part-time Development and Administrative Associate Anabella Lenzu/DanceDrama](#)

Seeking a part-time Development and Administrative Associate Anabella Lenzu/DanceDrama Organization Background: Anabella Lenzu/DanceDrama is thought provoking and historically conscious dance-theater company established in 2006, presenting the work of Argentinean-Italian choreographer Anabella Lenzu. With the objective of developing a cultural, educational and artistic exchange between the United...



September 18, 2017

[Marketing/Media & Special Events/Development Internships Fall 2017](#)

BodyStories is hiring interns for the Fall season! We are seeking applicants who are detail-oriented and self-motivated. Interest in the performing arts is essential! Previous arts administration experience preferred. In addition to the following areas of focus, interns will perform general operational tasks and take on other exciting projects involved in several aspects of our BodyStories 2017 Fall...



September 18, 2017

[Dancewave Operations Manager](#)

DANCEWAVE OPERATIONS MANAGER Dancewave seeks a part-time Operations Manager who can manage studio rentals, assist with facility management and administrative operations for this dance education nonprofit organization located in Park Slope/Downtown Brooklyn. The Operations Manager must be highly motivated, organized, possess superb written and verbal communication skills, and have a strong passion...

September 13, 2017

[Arts Administration Intern for International Dance Company](#)

Arts Administration Intern for International Dance Company Fall Internship Program Jonah Bokaer Arts Foundation, located in NYC, supports the work of international Choreographer, Jonah Bokaer, and two Brooklyn based arts spaces - Chez Bushwick (rehearsal studio) and Center for Performance Research - CPR (theater and rehearsal studios). Jonah Bokaer Arts Foundation is currently seeking interns...

September 12, 2017

[Arts Administration Intern, Cultivating Leadership in Dance](#)

DESCRIPTION: Pentacle is seeking part-time interns for Cultivating Leadership in Dance (CLD), our internship and professional development program, for the Fall 2017 Session (Sept. 18–Nov. 10). CLD is a program that partners interns and companies for a high-quality internship match. It strives to find the best possible match based on similar goals and interests, while also providing interns with...



September 8, 2017

[Studio Assistant](#)

ACB Studio Assistant American Contemporary Ballet (ACB) Studio Assistant will work with the administrative staff to build knowledge, experience and confidence in arts management. ACB...



September 8, 2017

[Dance/NYC Communications Assistant](#)

Title: Communications Assistant Location: New York City Reports to: Development and Communications Coordinator Status: Part-time, starting hours (20 hours weekly) negotiable, effective immediately Dance/NYC's (www.dance.nyc) mission is to promote and encourage the knowledge, appreciation, practice, and performance of dance in the metropolitan area. It achieves this mission



