

► [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

April 20, 2017

[Creative Outlet Dance Theatre of Brooklyn Seeks Paid Interns](#)

Creative Outlet Dance Theatre of Brooklyn is seeking interns to assist with day-to-day administration in the following areas: Development, Arts-in-Education, Company Management, and Social Media. We are Highly interested in interns who are self motivated and interested in the arts. The ideal candidate will be able to create a position for themselves within the organization and earn income! Creative...



April 15, 2017

[Managing Director](#)

Yin Mei Dance is seeking an outstanding part-time Managing Director. This is a 15hour/month contract but could develop into a larger role for the right candidate. Job Responsibilities include: This position requires extensive writing in English and general organization. The ideal candidate will be a self starter, with an interest in writing that has a desire to growth with this International...



April 11, 2017

[D-Wave in Motion Coordinator](#)

D-WAVE IN MOTION COORDINATOR Part-time position, estimated 25-30 hours with potential for growth Dancewave's D-Wave in Motion program brings dance programming into New York City public schools and community centers across all five boroughs. D-Wave in Motion offers a wide variety of dance disciplines and Diasporas such as West African, Hip Hop, Ballet, Jazz, Classical Chinese, Cuban Salsa and Creative...



April 7, 2017

[Production & Finance Associate - DF12](#)

Alvin Ailey Dance Foundation, one of the world's premier dance institutions, is seeking an experienced and motivated Production and Finance Associate for its Production Department comprised of Alvin Ailey American Dance Theater (AAADT) and Ailey II. This individual is responsible for financial duties related to Ailey's two touring companies and supporting the Production Department. This position...

April 4, 2017

[STREB: Development and Executive Assistant](#)

STREB, Inc. Development and Executive Assistant STREB, Inc. is comprised of the STREB Lab for Action Mechanics: a public space that acts as a rehearsal studio, classroom, and performance venue; and STREB Extreme Action: a company of dancers and acrobats who perform internationally. Reporting to both the Director of Administrative Relations and the Co-Executive Directors, the Development and Executive...

April 3, 2017

[Assistant to the School Director](#)

The School at Steps, a division of Steps on Broadway, is seeking an Assistant to the Director. Schedule: 40 hours per week, schedule to be determined. Some nights/weekends required. Compensation: \$16.00 per hour – Plus Benefits Package and Unlimited Classes IMPORTANT: Please note that due to position responsibilities, it would not be an ideal position for anyone that is actively pursuing professional...

April 3, 2017

[Office Manager - The School at Steps](#)

The School at Steps, a division of Steps on Broadway, is seeking an Office Manager. Schedule: Full-Time, schedule to be determined. Some nights/weekends required. Compensation: Commensurate with Experience – Plus Benefits Package and Unlimited Free Classes IMPORTANT: Please note that due to position responsibilities, it would not be an ideal position for anyone that is actively pursuing professional...

April 3, 2017

[Part-time administrative position](#)

Pick Up Performance Co(s) seeks a part-time staff member to assume the #2 administrative position in the organization directly below the Producing Director. About the Organization: Founded in 1971 and incorporated in 1978 (as Pick Up Performance Co., Inc.) to facilitate projects by David Gordon, the company was expanded in 1992 to include projects by Ain Gordon and renamed Pick Up Performance Co(s)...

