

Tuesday, May 25, 2010

Marketing Assistant, Alvin Ailey American Dance Theater

MarketingAssistantJob@alvinailey.org. No phone calls or mail submissions, please.

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Position start date: ASAP

One of the world's leading dance companies is seeking a self-motivated, well-organized, and personable team player to assist the Associate Director of Sales on a variety of assignments, including:

Generating ticket sales reports for Alvin Ailey American Dance Theater and Ailey II
Organizing audience data collection efforts
Creating marketing materials (signage, flyers, emails, online ads, etc.) for The Ailey Extension
Other administrative tasks, as required

Candidates should be good at multi-tasking and detail-oriented. Proficiency with Microsoft Office (esp. Excel) is required. Experience with Photoshop and Quark or InDesign is a plus.

Salary is commensurate with experience. Benefits include health/dental insurance, flexible spending account, 403(b) retirement plan, and savings on transit/parking.

Equal employment opportunity has been, and will continue to be, a fundamental principle at Ailey. Employment is based upon personal capabilities and qualifications without discrimination based on race, color, religion, sex, sexual orientation, age, disability, marital status, or any other protected characteristic as established by law.

Interested candidates should submit a cover letter and resume to MarketingAssistantJob@alvinailey.org.

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