

# KAATSBAAN

## INTERNATIONAL DANCE CENTER TIVOLI NY

**Kaatsbaan International Dance Center is seeking a highly motivated and organized administrator as our next Program Associate.** This position works closely with the Program Manager to ensure that the day-to-day operation of Kaatsbaan's programs run smoothly.

**Job Responsibilities:** 20-40 hours/week negotiable

Duties will include but not necessarily be limited to the following:

- Oversee social media accounts, including announcements for performances and programs
- Coordinate Community Outreach (to local businesses, schools, etc.)
- Creation and distribution of program flyers
- Solicit and coordinate business advertisements for program playbills
- Tickets: taking and logging in reservations on-line and by phone. Program Associate will assist and/or be in charge of tickets at performances during the Fall and Spring seasons as needed.
- Extreme Ballet Auditions: setting up the tour, establishing contact with studios, coordinating with audition staff, setting up all paperwork connected to the auditions (contracts, invoices, audition information sheets, etc.)
- Keeping information current in the FileMaker Database
- Working with Program Manager on a variety of administrative and coordination services as needed for the running of Kaatsbaan's programs.
- Program Associate will work with the Program Manager during the nine weeks of Extreme Ballet.
  - Helping with student appointments off campus
  - Chaperoning trips
  - Helping RA's at check-in and check out

**Qualified Applicants Possess:**

- Bachelor's degree and a background in performing arts administration preferred
- Previous experience in office administration (internships included)
- Proficient user of Word, Excel, and Outlook
- Computer Savvy and able to learn programs and follow processes quickly
- Flexible availability to accommodate evening and weekend performances and events
- Knowledge of or interest in the local and surrounding communities
- Excellent communication and organizational skills
- Ability to uphold standards of professionalism, discretion, and confidentiality
- Ability to keep track of multiple projects with a keen sense of accuracy and efficiency

**To Apply:**

Email resume to [info@kaatsbaan.org](mailto:info@kaatsbaan.org) and label with Program Associate in the subject line.

*Kaatsbaan is an equal opportunity employer. This job description is not an exhaustive list of all responsibilities, duties, skills, efforts, requirement or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed as assigned.*

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