

Danspace Project

POSITION AVAILABLE

GALA EVENT ASSISTANT (TEMPORARY)

Danspace Project is seeking a Gala Event Assistant for its [2023 Gala Honoring Susan Feder & Miguel Gutierrez](#) on April 25, 2023. This is a temporary, part-time hourly position under the supervision of the Director of Development and Development & Communications Manager.

To learn more about Danspace Project's commitment to developing and presenting new work, supporting emerging and established artists, and openness to new artistic ideas, please find our Mission ([here](#)) and the Values that guide us ([here](#)).

DUTIES MAY INCLUDE:

- Assisting in facilitating load in/set up/load out tasks for general event related tasks, including catering, florist, hospitality, etc.
- Communications and coordination with staff and vendors
- Lifting and moving of gala supplies as needed (i.e. boxes of wine approx 20lbs) up and down two flights of stairs.

QUALIFICATIONS:

- Previous experience in event production/management is ideal.
- Strong organization, communication & collaboration skills.

DETAILS:

- **EMPLOYMENT STATUS & RATE:** This is a part-time, temporary hourly/non-exempt employee position paid at the rate of \$25/hr.
- **SCHEDULE:** Approximate contract period of April 10 – April 26, 2023, anticipated to be between 40-50 hours of work in total. The schedule is flexible, but includes onsite work April 24 (load-in), April 25 (event) and April 26 (load out).
- **COVID19:** Protocols as of January 2023 (subject to change) include: All employees of Danspace Project must provide proof of vaccination and booster, and wear a mask (KN95 or above, provided) while onsite.
- **TO INQUIRE:** Please email Tricia Pierson, Director of Development, at tricia@danspaceproject.org with relevant experience & references as available ASAP, cc-ing jobs@danspaceproject.org. The subject line of the email should be: "Gala Event Assistant".

Danspace Project is committed to providing equal opportunity in employment to all employees and applicants for employment. No individual will be discriminated against on the basis of race, color, religion, sex, sexual orientation, gender identity, ancestry, ethnic or national origin, veteran status, age or disability.

Danspace Project, 131 East 10th Street, New York, NY 10003

AS OF 03/29/2023