

sead

SEAD is accepting applicants for the position in Academy Administration

In 1993, Susan Quinn's vision was to create SEAD Salzburg Experimental Academy of Dance as a centre for training contemporary dancers and choreographers as well as a vibrant space that provides the public with performances and education in contemporary dance art. SEAD became one of the first places to offer professional-caliber training for contemporary artists in Austria. SEAD today is an accredited academy with more than 100 international students from over 30 countries who can attend different educational programs: the four-year undergraduate program and the postgraduate program ICE. SEAD is a meeting point for experimental collaborations, residencies, and performances. As a cultural space open for the general public SEAD offers an educational program for adults, teens and kids, and organizes various events in the field of contemporary dance and performance art to enrich the cultural scene in Salzburg. Since 2008, SEAD has been a home-base and production place for the internationally touring company BODHI PROJECT.

SEAD is looking for a responsible person passionate about their field of interest and interested in Academy Administration.

Tasks

- Student Administration Office
- Administration of the audition process
- Database management
- General front and back office duties

Requirements

- Excellent English
- Qualification and Experience in administration and office organization
- Excellent organizational skills and IT knowledge
- Team worker, flexible and resilient
- Independent and responsible
- Interest and enthusiasm for culture and dance

Conditions

We offer interesting work in a small, committed team with an international environment. This is a part-time (25 hours) position with a permanent contract, starting October 2020. The yearly gross salary is minimum 17.500 euro.

Applications by email by September 15, 2020 to:
SEAD Salzburg Experimental Academy for Dance
Margit Lanzinger
m.lanzinger@sead.at
www.sead.at