

August 20, 2017

POSITION TITLE: Company Manager

Majority of responsibilities support the artistic/creation/performance/touring work of the dance company. Job duties include /season/tour/residency management, personnel administration, production support, designers’ liaison, and office administration. Serves as the liaison between the office, dancers, guest artists, production staff, and presenters.

Reports directly to the Artistic Director and is also supervised by the Executive Director.

This is a full-time position with full health, vision, and dental insurance benefits.

Primary Duties and Responsibilities:

Tour and Residency Management

- Prepares and manages tour calendar/residency schedule, itineraries
- Arranges all travel, transportation, lodging and other paperwork for local, national and international travel
- Books rehearsal space, seek best rates and location
- Prepare contracts for guest choreographers and production staff
- Helps prepare budgets for proposals, invoices for presenters and managing payments
- Serves as liaison for educational residencies
- Wardrobe management

Production and Personnel Support

- Provides general support to Artistic Director, choreographers, Lighting Designer, Costume Designers, Production and Stage Managers and front of house support for all performances with emphasis on event functions
- Provides general support to the Executive Director when in the office
- Other duties include picking up or dropping off production and marketing items from storage to performance location; return rental vans, supplies, props, lights to the studio or storage
- Generally first person at a venue and last person to leave with production staff
- Wardrobe management

Administrative Duties

- Solicit, secure, and plan touring engagements
- Process all paperwork for foreign artist visas
- Process all paperwork for company visas for touring
- Keep office staff up-to-date on tour activities
- Assist support work for grant submittals and marketing promotions
- Initial point of contact for office technical issues

Qualifications

- previous general management or company management experience required
- bachelor degree required
- outstanding communication, computer (Mac), and organizational skills
- self-motivation with the ability to manage multiple projects simultaneously in a fast-paced environment
- committed to working as a team and individually
- strong attention to details
- exceptional interpersonal skills
- sense of humor and flexibility
- proficiency with computer applications - Mac, Microsoft Office, graphic/photo editing (a plus), and database applications
- appreciation for the arts and familiarity with dance

Position Available: Immediately

Salary: Commensurate with experience, educations, skills

Position open until filled.

Diverse applicants encouraged

To Apply: Candidates are invited to send a cover letter, résumé, writing samples, and references (no phone calls, please) to info@nwdanceproject.org

All applications will remain strictly confidential. Applications will be accepted until a final candidate is chosen. Please use the following Subject: Company Manager Search