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## Dances Patrelle is hiring a Managing Director, or Co-Manager to work with existing Co-Manager

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Dances Patrelle is a New York based contemporary ballet company that just celebrated its 21st repertory season. The company generally performs 2 seasons a year: The Yorkville Nutcracker (now in its 15th year), and a spring repertory season usually in April or May. The company is looking for a Manager or Co-Manager to fulfill the following day-to-day tasks.

### General Responsibilities

The managing director's day-to-day responsibilities are listed below. All tasks must be completed in a timely fashion, with adequate upfront planning and review time for all involved.

- Scheduling board meetings and preparing material as needed
- Scheduling follow-up meetings as needed (e.g., budget reviews, marketing, program reviews, etc.)
- Production, coordination and timely delivery of all audition material (e.g., postcard notifications, mailing list, posters, etc.)
- Scheduling regular management and administrative staff meetings. Meeting minutes should be recorded and communicated to all administrative staff and board members, as needed.
- Production, coordination and timely delivery of all fundraising material (e.g., invitations, mailing lists, winter campaign letters, DVD letters, etc.)
- Production, coordination and timely delivery of all materials to company accountant for yearly financial audit
- Production, coordination and timely delivery of all contracts, with enough time for contract receiver to review and return to DP. Follow up is likely required to make sure contracts are returned.
- Production, coordination and timely delivery of all information as needed to DP partners and vendors (e.g., photographers, videographers, stage managers, lighting designers, set designers, costume designers, PR publicists, printers, etc.)
- Production, coordination and timely delivery of all material to support performance programs
- Production, coordination and timely delivery of all material to support theater week (e.g., providing cast lists to theater, coordination of boutique staff, ordering champagne, flowers, delivery of programs and inserts, as needed, etc.)
- Production, coordination and timely delivery of Grants
- Day-to-day tasks of checking PO box/ US mail, collecting and depositing checks, paying bills, general filing, entering data in Quickbooks, reconciling transactions with bank statements and timely responses to emails

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