

Wednesday, February 8, 2012

Company Manager/Office Administrator

bbmoving@hotmail.com

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The Brian Brooks Moving Company is seeking a responsible individual to act as Company Manager as well as assisting with office administration. Approx 10-15 hours per week, some travel a possibility. BBMC is a contemporary dance company based in NYC that tours nationally and internationally and is about to embark on their 10th year anniversary.

Responsibilities include:

- ** Coordinate all travel and tour logistics
- ** Provide support to the Artistic Director maintaining day- to- day activities
- ** Assist in the planning of all events and galas
- ** Assist in budget making and maintaining finances
- ** Maintain and update company contacts

Qualifications:

- ** Must be proficient in word, excel, and mac computers
- ** Must be available for flexible hours and work schedule
- ** Strong written and organizational skills
- ** Ability to manage multiple projects

Please send resume and description of interest to Brian Brooks at bbmoving@hotmail.com. Position available immediately.

bbmoving@hotmail.com

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