

Monday, April 16, 2012

Managing Director, Dances Patrelle

To apply, please contact Nancy Peters at nancy.f.peters@gmail.com.

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Dances Patrelle is immediately seeking a Managing Director. The bullet points below outline the responsibilities of the position and required skill sets.

- Working knowledge (or ability to come up to speed quickly) of Patron Manager system—to handle ticketing process, record-keeping, eblasts
- Market G & C via on-line sites (eg. Gold Star, others) monitor for ads, reviews, questions from website or phone.
- Create email script for ticketing information
- Work with Publicist as needed
- Check P.O. Box for receipts—follow up money gets deposited from tickets
- Deposit donation checks in bank.
- Ensure good record-keeping
- Ensure posters are distributed effectively (kids are taking them, follow-up, check zip codes on NYGASP (New York Gilbert & Sullivan Society) mail list for local store distribution (maybe kids can help?)
- Prepare contracts for new Stage Manager/ Assis. SM (they are new)
- Attend production meeting with SM and ASM (with artistic staff)
- Locate photographer for G & S and Gala (May 16)
- Program design and copy (update last year's,)
- Get programs printed.
- Work with DiCapo as needed
- Be present at Open Rehearsal (Sunday 4/15, if possible, to meet Board in attendance)
- Be present at theater as needed for Production and Performance week (April 30-May6)
- Work as needed with Artistic Director, Administrative Director to organize, communicate
- Respond to emails, phone calls in timely fashion
- Communicate with Board with any questions, concerns.
- Work with Board members Barbara Wood and Trish Guinn planning FP's 65th birthday Gala—i.e. coordinate caterer, photographer, collate rsvps' (they are being emailed to Justin, but some may come to door...we will need names at door; etc.
- Coordinate as needed with wardrobe mistresses and backstage personnel.
- Responsible for all accounting (purchases, payments, petty cash in theater, etc) Bills over \$100 need Treasurer authorization by phone or email.
- Set up shipping and return for set/props

Dances Patrelle has a computer, blackberry, P.O. box, bank card for the use of management.

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[< back](#)

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