

Thursday, July 12, 2012

Managing Associate

Email a cover letter summarizing your relevant qualifications for this position, resume, a recommendation, and a writing sample to bodies.anonymous@gmail.com as PDF attachments. Start date would be mid to late August.

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REPORTING RELATIONSHIPS: Works directly with and reports administratively to the company Co-directors, Kate Watson-Wallace and Jaamil Olawale Kosoko

POSITION SUMMARY: anonymous bodies || art collective (anonymous bodies) is looking for a savvy, smart Managing Associate to assist with company business. Applicants must have strong writing skills and experience in grant-writing, company management, and maintaining project budgets. This half-time position (12-15 hours per week) pays \$14 an hour. The principal responsibility of the Managing Associate is to be the main correspondent for anonymous bodies || art collective. Other duties include but are not limited to scheduling tours, negotiate fees and making travel arrangements for the company as well as maintaining the company's finances monthly through Quickbooks and Cultural Data Project. The Managing Associate will also be in charge of keeping the company calendars updated as well as other pertinent documents for annual grants and preparing/submitting yearly tax forms.

RESPONSIBILITIES:

- Attend creative/production meetings.
- Assist in the management of interns, dancers, and special contractors.
- Brainstorm and execute creative marketing strategies.
- Assist in drafting and processing grants.
- Proof language for internal and external working documents.
- Attend performances as needed.
- Assist in tracking and planning logistics.
- Fulfill other duties as required.
- Some travel may be needed.
- Ideal candidate has a current driver's license.

QUALIFICATIONS:

- Prior Experience
- Eagerness and ability to advance skills in artist/presenter relations and company management.
- Ability to work with a remote colleague via phone, email, Skype, etc.
- Computer literacy including MS Office, Quickbooks.
- Experience working in a small professional organization.
- Excellent writing, communications, and interpersonal skills.
- Self-starter with extreme attention to detail and organizational systems.
- Ability to manage multiple projects independently.
- Calm, clear and enthusiastic demeanor.
- Knowledge of and strong interest in contemporary art and ideas.

anonymous bodies is an interdisciplinary performance company co-directed by Kate Watson-Wallace and Jaamil Olawale Kosoko that creates movement installations for galleries, site based locations, and proscenium stage venues. We draw upon the traditions of visual art, post-modern dance, site-specific study, conceptual and performance art, audience participation and public spectacle.

<http://www.anonymousbodies.org/>

anonymous bodies serves as an umbrella for Jaamil and Kate's individual and collective art projects. They have been presented by The Philadelphia Live Arts Festival, Dance Theater Workshop, Dance New Amsterdam, Harlem Stages, Kelly Strayhorn Theater, Dance Place, ODC Dance, The Joyce SoHo, Movement Research at Judson Church, Velocity Dance Center, DanceBoom at the Wilma Theater, PIFA/Kimmel Center, Bryn Mawr Performing Arts Series, and Philadelphia Dance Projects. They have been guest artists at colleges including University of the Arts, Swarthmore College, Indiana University of Pennsylvania, and Drexel University. The company has received funding from The Map Fund, a program of Creative Capital, A Doris Duke Exploration Grant through Creative Capital, The Pew Center for Arts and Heritage through Dance Advance, The Independence Foundation, The Pennsylvania Council on the Arts, PennPAT, and The Philadelphia Cultural Fund.

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