

FOR ARTISTS

Listings

Thursday, July 19, 2012

PATRICIA NOWOROL DANCE (PND) SEEKS COMPANY MANAGER

Please send cover letter, CV, reference list, and salary requirements to my assistant Casandra at: casandra@pndance.com

► [Share](#) | [Print](#) | [Download](#)

PATRICIA NOWOROL DANCE (PND) SEEKS COMPANY MANAGER

PATRICIA NOWOROL DANCE (PND) is an internationally renowned contemporary dance company that is committed to the creation of unique dance theater performances. PND is currently seeking a new Company Manager.

Roles & Responsibilities (including but not limited to):

- Act as travel liaison with the Company agents
- Maintain a safe and productive work environment for performers
- Handle scheduling and calendars for Choreographer, collaborators, and associated artists
- Create and implement project and touring timelines
- Provide Administrative contracts, visas, work permits, and preliminary budgets
- Artistic Liaison for Engagements in the US & EU
- Facilitate booking opportunities for new projects & repertory of work
- Management of promotional materials (Press Kit & DVDs)
- Prepare marketing materials (photo; video; web)
- Distribute materials to presenters, partners, producers, and collaborators
- Coordinate with agents, collaborators, and external parties

Qualifications:

- Excellent writing and communication skills.
- Attention to detail, ability to meet strict deadlines, balance multiple projects, and thrive in a fast paced environment.
- Proficiency in Microsoft Word, Excel,
- Familiarity with digital media.
- Experience within the dance and performance field is preferred.

Additional Notes:

- Company Manager must be available for all NYC technical residency weeks, and production weeks including domestic and international travel as needed.
- Housing and per diem provided during contracted touring periods.
- Must be available to start by August 10, 2012.
- Salary is commensurate with experience.
- Paid position with minimum of 10 hours a week.
- Interviews will take place August 3rd-5th 2012

Please send cover letter, CV, reference list, and salary requirements to my assistant Casandra at: casandra@pndance.com

[< back](#)

[previous listing](#) • [next listing](#)