

Wednesday, April 3, 2013

Company Manager opportunity with Jonah Bokaer / Chez Bushwick

Please send cover letter, CV, reference list, and salary requirements to studio@chezbushwick.net. NO CALLS PLEASE.

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Jonah Bokaer is an award-winning choreographer and media artist. He has dedicated a short lifetime to expanding possibilities for live performance through choreography, digital media, cross-disciplinary collaborations, and social enterprise, in the United States and internationally.

Chez Bushwick, an artist-run organization based in Brooklyn, is dedicated to the advancement of interdisciplinary art and performance, with a strong focus on new choreography.

Primary Roles & Responsibilities

Tour and Residency Management:

- Tour with Jonah Bokaer and Company
- Provide Administrative support including but not limited to contracts, visas, work permits, preliminary budgets, and itineraries
- Handle scheduling and calendars for Choreographer, collaborators, and associated artists
- Act as travel liaison with the Company agents
- Create and implement project and touring timelines
- Maintain a safe and productive work environment for performers

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

- 3 years of experience in touring and the performing arts industry is required.
- Attention to detail, ability to meet strict deadlines, balance multiple projects, and thrive in a fast paced environment.
- Excellent writing and communication skills.
- Proficiency in Microsoft Word, Excel, and PowerPoint.
- Familiarity with digital media.
- Bilingual candidate preferred (English/French)

Additional Notes

- Company Manager position is contract based. Must be able to commit to a minimum of 40 hours per week onsite during contracted periods.
- Candidate 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.
- Salary is commensurate with experience.
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