

Friday, January 17, 2014

## Company Manager - Jonah Bokaer

Please send cover letter, CV, reference list, and salary requirements to [studio@chezbushwick.net](mailto:studio@chezbushwick.net). NO CALLS PLEASE.

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### Primary Roles & Responsibilities

#### Tour and Residency Management:

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

Familiarity with digital media.

Touring experience within the dance and performance field is preferred.

### Additional Notes

Company Manager position is contract based. Must be able to commit to a minimum of 40 hours per week onsite for contracted periods.

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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