

Tuesday, February 25, 2014

## Company Manager - Isadora Duncan Dance Foundation

Please send a cover letter and resume as PDFs to [info@isadoraduncan.org](mailto:info@isadoraduncan.org).

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Isadora Duncan Dance Foundation seeks company manager to handle the scheduling and booking of classes and rehearsals for its resident performing group, Lori Belilove & The Isadora Duncan Dance Company, as well as the Foundation's various educational programs. [www.isadoraduncan.org](http://www.isadoraduncan.org)

### Tasks:

- Book classes and rehearsals at various studios and make multiple schedules available to dancers, students, and the public.
- Coordinate logistics with various studios, regarding room specs, payments, etc.
- Generate class rosters and attendance sheets.
- Database maintenance, phone and email correspondence with students, dancers, and the public regarding classes, performances and workshops.

### Requirements:

- Fluency with Google apps including Calendar and Drive.
- Must be well versed in MS Office. (Word, Excel, Powerpoint, etc).
- Excellent phone manners and writing skills
- Must be punctual, and well organized with good time management skills and the ability to prioritize multiple tasks. Accuracy and alacrity are the name of the game at this position.

***Compensation commensurate with experience and skills.***

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