

Wednesday, April 9, 2014

## Gallim Dance Operations Manager

Company: Gallim Dance

Location: Brooklyn, NY

Compensation: Salary commensurate with experience

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### GALLIM DANCE OPERATIONS MANAGER

**Employer Description:** Gallim Dance, a New York-based contemporary dance company, creates and performs original work by artistic director and founder Andrea Miller. Gallim is a highly sought-after company whose work has been acclaimed by the New York Times as "voluptuously polyglot choreography," performed by dancers "of the highest calibre" (Dance Europe). The company performs for over 15,000 audience members annually in premier venues including BAM, New York City Center, the Joyce Theater. The company also provides National Endowment for the Arts-recognized educational programming to dancers and non-dancers in its home studio in Brooklyn.

The administrative team at Gallim Dance is a high-performing group of dedicated and experienced arts administrators. This entrepreneurial environment offers strong learning and professional development opportunities as a key member of a talented and fast-paced team. Gallim has been recognized for outstanding entrepreneurship by Crain's New York Business, The New York Times, and PBS NewsHour.

Employer Website: [www.gallimdance.com](http://www.gallimdance.com)

City and State of position: Brooklyn, New York

Job Title: Operations Manager

Job Type: Full Time, Permanent Position

**Job Description:** The Operations Manager reports to the Executive Director and works closely with the Artistic Director and all members of Gallim administration.

The specific responsibilities of the Operations Manager of Gallim Dance include:

#### Relationship with Managing Agent, Presenters, Venues

- Develop a close and amicable relationship with dance presenters and venues
- Promptly respond to inquiries from managing agent and presenters
- Review and update contracts in collaboration with the Executive Director
- Secure music rights when applicable

#### Performances and Engagements

- Manage project details and travel arrangements for each engagement including transportation logistics, lodging, and ground transportation
- Assist Executive Director in preparing & updating tour budgets
- Communicate with venue and assist with requested materials
- Coordinate with Marketing Associate and Development Manager the timely production of program copy, press releases, photos, & videos
- Provide Company members detailed travel and performance-related information

#### Coordination of Artistic and Administrative Priorities

- Coordinate correspondence between artistic and administrative staff regarding tour engagements, rehearsals, special events, education and community engagement projects, and more
- Track administrative tasks across departments to ensure administrative deadlines are met
- Prepare task lists and meeting itineraries for the Artistic Director to help manage priorities

#### Financial Management

- Maintain financial books using Quickbooks Online
- Keep current insurance policies, memberships and business subscriptions
- Supervise and submit payroll and payments to vendors
- Together with Executive Director, prepare Annual Budget, Tour Budgets, and Education & Community Programming Budgets
- Annual audit preparation

#### Office & Studio Operations

- Maintain files and office organization, including the use of Google docs and Dropbox
- Interface with partners on- and off-site to coordinate shared studio use
- Coordinate facility access for artist residencies, special events, and during regular company rehearsals
- Assist in preparing documents for quarterly Board meetings
- Prepare Annual Report in collaboration with all administrative staff
- Respond to company mail as needed
- Supervise administrative interns

#### Education & Community Engagement

- In collaboration with Executive Director and Artistic Director, manage Gallim's ongoing education and studio programming including weekly classes, monthly workshops, intensives, open rehearsals, informal performances, and artists residency program
- Oversee Education and Community Programming faculty/staffing, creation of marketing material, promotion of programming through listserves and third party outreach, design and implementation of ecommerce sites & registration records
- Manage community partnerships
- Create outbound teaching opportunities for the company and colleges/universities/performing arts high schools
- Coordinate contracts with outbound teaching institutes as well as residency logistics

#### Human Resources

- Maintain all documents (passport, driver's license, visa, contact info, etc) of dancers and all Gallim personnel
- New York Workers Compensation billing, administration, and accident report filing

#### QUALIFICATIONS

Candidates should be creative individuals with energy, ambition, and a passion for the arts, who thrive in an environment of high standards where high-quality work must be consistently and accurately produced.

Education: Bachelor's Degree required.

Experience: Previous professional experience required, with a track record of strong organizational skills, strong attention to detail and deadlines, and excellent writing and speaking ability.

Skills: Candidates must be proficient using Microsoft Word & Excel, internet-based research, and Google Apps. Facility with budgets is required.

Teamwork: Contributes positively and productively to the team and builds trusting and supportive relationships with colleagues.

Self-starting: Initiates and sustains momentum independently and is proactive in seeking new opportunities.

COMPENSATION: Salary commensurate with experience.

#### APPLICATIONS AND INQUIRIES

For consideration, send resume, cover letter, and writing sample to Lyndsey Vader, General Manager at [Lyndsey@gallimdance.com](mailto:Lyndsey@gallimdance.com)

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For more information:  
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