

Wednesday, June 11, 2014

Managing Director - Brian Brooks Moving Company

Company: Brian Brooks Moving Company

Location: New York, NY

Compensation: This is a paid part time plus position (20-30 hrs/week) with some flexibility in your work hours.

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Julieta Cervantes

~~The Brian Brooks Moving Company is seeking an experienced individual to act as Managing Director to advance the activities of choreographer Brian Brooks and his dance group. This position is an opportunity to impact growth and healthy change for an active, mid-sized dance company based in New York City, with an ongoing touring schedule. This is a paid part time plus position (20-30 hrs/week) with some flexibility in your work hours.

Specific responsibilities include:

- ** Provide support to the Artistic Director maintaining day-to-day activities and schedules
- ** Research and coordinate travel and tour logistics, with the potential for you to travel out of town with the company.
- ** Assist in the planning of events, meetings and galas
- ** Assist in the creation of budgets and maintaining finances: managing cash flow, billing, and accounts payable
- ** Oversee payroll, including all required employer insurances (Workers Comp, Disability, and Unemployment Insurance) and General Liability
- ** Maintain database and correspondence
- ** Coordinate with collaborating artists in the creation, presentation and touring of work.
- ** Coordinate with staff from hiring institutions.
- ** Assist with company's ongoing fundraising strategy, including liaison with development consultants
- ** Work directly with the company's artistic representation, Elsie Management

Qualifications:

- ** Strong written and organizational skills
- ** Ability to manage multiple projects and work independently
- ** Must be proficient in word, excel, and mac computers
- ** Must be available for flexible hours and work schedule
- ** Minimum 3 years of related administrative experience

Please send resume and description of interest and references to info@elsiemanager.org by June Friday, June 27th
Flexible start date for summer, 2014.

Brian Brooks Moving Company
New York, NY
<http://www.brianbrooksmovingcompany.com/calendar/>

For more information:
Katie Diamond
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