

Monday, August 25, 2014

Company Manager for Valletto Dance Company

Company: Valletto Dance Company
Location: New York, NY
Compensation: \$ to discuss

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Valletto Dance Company is hiring a Company Manager.

Name: Valletto Dance Company

Location: New York, NY

Job Description: Valletto Dance Company is looking for an exceptional manager to work with closely with Valletto Dance Company and the Artistic Director for the Fall semester (immediately through December 2014). The ideal candidate should be able to commit to 2 days a week. Must also have a wide knowledge in dance.

The company manager is responsible to plan, direct and oversee the organization of the company. Responsibilities include sending weekly emails, setting up for run-throughs, handling ongoing requests as needed, helping to manage schedules and any other administrative work/errands the team will need. Candidates must be EXTREMELY organized and have excellent written and oral communication skills

Please respond with a cover letter and resume indicating your interest, qualifications, and salary requirements to vallettodance@gmail.com. Only those whose applications are being considered will be contacted.

Website: vallettodance.com

Instagram: vallettodance

Facebook.com/vallettodance

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