

Wednesday, March 30, 2016

Managing Director

Company: Uptown Dance Academy
Location: New York, NY
Compensation: Competitive Salary

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Job Title: Managing Director
Reports to: Executive Artistic Director (EAD)

General Job Description: Works in concert with the EAD to be responsible for the Business Development and implementation of all 5 Programs

Please Email cover letter and resume to uptowndanceacademyuda@gmail.com, or mail to Uptown Dance Academy, 1425 Amsterdam Avenue, Suite 5G, NY, NY 10027

OPERATIONS

Oversee the implementation of policies and procedures and manage the class registration process with the Studio Administrator

Manage studio rental requests, maintenance of classrooms and equipment with administrator and custodian

Supervise the studio administrator

MARKETING AND PUBLIC RELATIONS

Develop website and registration materials with Studio Administrator on ongoing updates

Maintain positive relationships representing UDA in the Community attending events and meetings

FINANCIAL DUTIES

Oversee weekly submission of timesheets and weekly expense reports to the EAD

Establish institutional compliance policies and procedures for the entire organization.

Develop a detailed budget for all programs and productions. Monitor budget performance throughout the year

Track registration, workshops, special events and ticket sales providing EAD with regular reports.

Responsible for negotiation, compliance, and implementation of contractual production, outside, performances and workshops

Requirements: Passion for dance education and the arts with strong educational background and knowledge of diverse dance forms

Excellent Supervisory skills

Strong communication and interpersonal skills

Bachelor or Masters degree in Arts Administration

Punctual and self-motivated

Proficient with Outlook, studio software, and QuickBooks

Uptown Dance Academy
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