Thursday, July 27, 2017

# Manager, Dance Programs

Company: New York City Center
Location: New York, NY

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New York City Center, a major presenter of dance from around the world, including the international roster of artists in the annual*Fall for Dance* Festival and Flamenco Festival as well as a robust line-up of visiting dance companies, seeks a Manager, Dance Programs.

The Manager, Dance Programs helps ensure that City Center's dance programming rises to the highest standards of artistic quality, and to nurture the artistic achievement of and provide a fertile creative environment for current and future generations of dance artists. Major functions for New York City Center's Manager, Dance Programs, include artistic administration and general/company management duties for the annual *Fall for Dance* Festival, New York City Center dance presentations, and all associated ancillary programming. Other responsibilities include general management of City Center's studio series and Choreography Fellowship Program. The Manager, Dance Programs, reports to and works closely with the Vice President, Programming, and supervises the department intern.

Artistic Administration and General/Company Management

-Serve as primary point person and manage all aspects of the individual logistical, contractual, artistic, and production needs for the twenty participating companies in Fall for Dance as well as other visiting dance companies throughout the City Center season
-For the Fall for Dance Festival, solicit and manage materials from all dance companies and artists being considered for inclusion in the festival; maintain correspondence with companies' and artists' representatives; attend regular meetings; assist with program planning; outline terms and conditions of participation for all selected companies
-For the Fall for Dance Festival, issue all contracts for artists, technical staff, and other service providers; manage agreements for commissions with choreographers, companies, composers, and designers as needed; administer all payments for participating companies, artists, and production staff, including stage management, lighting, and sound teams; liaise with visa consultant and ensure that all participating foreign companies receive appropriate work permits; coordinate priorities of visiting companies with internal departments including production, marketing and communications, development, and education; facilitate local accommodations as needed by visiting companies
-For other New York City Center dance presentations, issue all contracts; administer all payments for companies and other participants as needed; liaise with visa consultant as necessary; arrange local ground transportation, hotel accommodations, and per diem payments; manage all house seat requests; liaise with companies and box office staff for all ticketing needs
-Ensure the safe and timely arrival of all participating companies, both in the Fall for Dance Festival and other visiting dance companies associated with City Center presentations
-Working with the VP, Programming, Chief Financial Officer, and Senior VP, draft and administer the programming department budget, track department and dance program financials, and manage periodic financial forecasting

Program Management and Support

-For Studio 5 at City Center, as well as other discussion-based programming, manage six or more events per year; organize all logistics for each event, including the creation of event content; liaise with hosts/moderators; obtain all necessary choreographic and music permissions for each event; contract hosts and guest artists; schedule rehearsal times, organize music needs, and supervise junior staff members with day-of logistics, including ticket-taking and printed program creation and distribution; work with internal departments to ensure appropriate seating set up
-For City Center Choreography Fellowship, collect and review proposals from candidates; issue agreements and meet with Fellows to discuss terms and conditions of the Fellowship; manage Fellows' studio hours in consultation with Studio Coordinator; coordinate meetings for Fellows with City Center staff as requested
-Support and collaborate with the VP, Programming, and President & CEO on the planning of future NYCC seasons
-Work with the VP, Programming, on ancillary programming initiatives, which include pre- and post- performance events and panel discussions and seminars; create agreements and administer all payments for participants in City Center's ancillary programs; maintain clear communications with other NYCC departments with regard to space, scheduling, marketing, and production needs for ancillary activities
-Attend dance performances at other venues throughout New York City to remain informed about current creative practices in a variety of dance forms
-Attend NYCC performances and other local events as necessary
-Attend conferences and festivals as requested by the VP, Programming

QUALIFICATIONS

-Bachelor's degree and a background in performing arts administration
-5-7 years' related experience in company/general management with some programming experience
-Knowledge of the New York City, regional, and international dance worlds
-Ability to work well under pressure, with excellent strategic-thinking and problem-solving skills
-Strong organizational skills and fastidious attention to detail
-Ability to serve as a representative of New York City Center with all visiting companies and artists, as well as at off-site conferences, events, and performances

TO APPLY:

Please submit a cover letter and resume as a pdf file tojobs@nycitycenter.org. We will respond only to complete applications. No phone calls please.

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For more information:
Programming Department
jobs@nycitycenter.org

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