

Friday, September 8, 2017

## General Manager

Company: American Contemporary Ballet  
Location: Los Angeles, CA  
Compensation: 45000

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Job title: General Manager

Non-profit ballet company is seeking a General Manager to manage performance production, marketing, public relations, and other key projects that support the mission and growth of the company. The General Manager reports to the Executive Director and, with support from the Administrative Assistant, manages executive assistance to the Artistic Director and Executive Director. The qualified candidate is motivated, resourceful, reliable, a team player, professional, and capable of time management and prioritizing tasks in a fast-paced environment.

### Responsibilities

- Manage performances, special events, video and photo shoots
- Coordinate schedules of staff and dance instructors as well as schedules, contracts, and payment with outside vendors and other professionals
- Create materials and draft budgets for board meetings
- Manage accounts, donations, and ticket sales
- Maintain studio space and relationship with the building management
- Manage Executive Assistant to the Artistic Director and Executive Director
- Supervise the Administrative Assistant, Interns, and Volunteers
- Assist Executive Director in managing work with Board of Directors, Advisory Council, Event Planning Committees, and other community support organizations

Job duties as listed are subject to change, are representative, non-exclusive, and may not all be implemented immediately upon the commencement of employment

### Skills

- Substantial experience in task and project management, with duties including reporting directly to senior management and supervising and delegating tasks to others
- Proficiency in but not limited to advanced Microsoft Office skills (including Word, Excel) with an ability to become familiar with company-specific programs and software including Dapulse, Vendini, Network for Good, Adobe InDesign, QuickBooks, and Google Suite, Calendar, and Docs
- Proficiency in English with strong communication skills, both verbal and written
- Proficiency in basic mathematics
- Exceptional interpersonal skills and professionalism
- Ability to multi-task and adapt to a changing environment
- Punctuality and adherence to deadlines
- Strict level of confidentiality

### Hours

40 hours per week (M-F typically either 9AM-5PM or 10AM-6PM)  
Program weeks (currently approximately 5 weeks per season, subject to change): 60 hours per week (including some evenings and weekends). During weeks with performances, the schedule is variable as there is a required, increased intensity of effort in the days leading up to and during performances. Depending on the program, you will have day(s) off in the week following a program run.  
Reasonably accessible for correspondence during non-office hours via text

Salary \$45,000 per year

Instructions Please submit a cover letter, resume, and three personal references (including a contact phone number). Also please share with us why you are a good fit for this company.

Email to [acbassistant@acbdances.com](mailto:acbassistant@acbdances.com).

#### About American Contemporary Ballet:

American Contemporary Ballet, based in Los Angeles, was founded by choreographer Lincoln Jones and dancer Theresa Farrell to produce original contemporary classical ballets, and to present twentieth-century masterworks. The company's repertory includes works by George Balanchine, Fred Astaire, Lincoln Jones and reconstructions of the seminal works of ballet's history.

ACB's performances are always danced to live music, which is played by some of LA's finest classical musicians. Our venues seat the audience at stage level, and each program is followed by a reception with the artists and live jazz. We also provide audiences with an opportunity to connect with ballet intellectually and critically through our Dance+Design and Dancing School programs.

ACB's performance, rehearsal and office space is located on the 32nd floor of The Bloc in downtown Los Angeles with 360 degree views of the city. The company kicks off its seventh season on Friday, October 13th with the premiere of Inferno which includes a costume party benefit. Season seven programming consists of Inferno, The Nutcracker Suite, Astaire Dances, Balanchine & The Classics, and Summer Premieres in addition to member and educational events.

[acbdances.com](http://acbdances.com)

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