

Sunday, November 5, 2017

## Nadine Bommer Dance Company seeks a Company Manager!

Company: Nadine Bommer Dance Company  
Location: New York, NY  
Compensation: \$20/hour

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Paul B Goode

Nadine Bommer Dance Company seeks a Company Manager!  
\$20/hour - 12 hours per week

[Nadine Bommer Dance Company](#) seeks an experienced and energetic non-profit administrator for a part-time management position. The position reports to the Artistic and Executive Directors and manages all tasks necessary for NYC-based programming and occasionally for Israel-based programs. This is a wonderful opportunity for an administrator with 3+ years experience who is ready to take on a more integral role with a small organization. Main responsibilities include, but are not limited to:

### Communications/Booking

- Serve as a liaison between Artistic and Executive Directors and company dancers/students
- Correspond with interested presenters, agents, and all parties related to upcoming bookings (tech directors, curators, marketing teams, etc)
- Find performance opportunities and submit applications as suits the company's current needs
- Maintain company calendar: schedule rehearsals and performances, book space as necessary
- Plan and book tour accommodations and travel when necessary
- Run box office and front of house for all self-produced programming

### Marketing

- Create digital and print marketing materials: flyers, social media images, press kits, postcards, etc
- Post regularly on Facebook, Instagram, and Twitter
- Prepare and manage social media marketing campaigns
- Create promotional videos/make small edits to existing videos
- Order and distribute physical marketing materials when necessary
- Update/maintain website

### Development

- Find and submit grant applications according to the company's current needs
- Build base of individual donors and corporate sponsors
- Maintain fiscal sponsorship at NYLA
- Plan and execute funding campaigns/appeals

### Educational Programming

- Manage professional training program registration and attendance
- Plan and manage annual summer intensive
- Contact arts liaisons at NYC public schools for residencies and lec/dems
- Contact university dance departments for residency opportunities
- Arrange workshops and regular classes at NYC studios (Gibney Dance Center, Peridance, Mark Morris, etc)

Position is open until filled and will begin in January 2018. Interested applicants should email a cover letter and resume to Sammy Roth at [info@nadinebommerdance.com](mailto:info@nadinebommerdance.com).

*Nadine Bommer Dance Company is an equal opportunity employer. All interested and qualified applicants are encouraged to apply.*

New York, NY  
[www.nadinebommerdance.com](http://www.nadinebommerdance.com)

Sammy Roth  
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