

Wednesday, July 18, 2018

Caleb Teicher & Company - Company Manager

Company: Caleb Teicher & Company
Location: Brooklyn, NY
Compensation: Part-time, hourly.

► [Share](#) | [Print](#) | [Download](#)

New York City-based dance company Caleb Teicher & Company seeks a highly motivated individual to join its team as Company Manager. The Company Manager assists Artistic Director, Caleb Teicher, in the organization and execution of New York performances, touring engagements, teaching residencies, and other activities for the Artistic Director and the Company. This is a part-time position beginning in September 2018 with potential to grow into a full-time position.

Caleb Teicher & Company's artistic mission is to expand the capacity of America's rich music and dance traditions through innovative choreography, performance, and contextualization. Utilizing Tap Dance, Vernacular Jazz, Lindy Hop, and a mix of other dance styles born and bred in America, the company's works reflects a collective conscience within modern American culture.

Past engagements include The Joyce Theater, Works & Process @ The Guggenheim, Jacob's Pillow Inside/Out Series, the Kennedy Center (with National Symphony Orchestra), The Yard on Martha's Vineyard, UNCW, PS21 Chatham, and many others.

Upcoming engagements include Fire Island Dance Festival, ADF @ DanceCleveland - Cain Park, Fall For Dance @ New York City Center, Annenberg Center Live, and other engagements to be announced.

Principle Duties and Responsibilities:

Touring and New York Engagements

- Work with Artistic Director to secure performance opportunities for the Company.
- Advance all information to venues regarding schedule, transportation, accommodation, hospitality, residency activities, complimentary tickets.
- Coordinate Company travel plans and book travel for tours.
- Work with Presenters to secure necessary visas/letters of entry for international engagements.
- Create detailed itineraries for all performance and residency engagements.
- Proof all program and marketing materials, and check venue websites to ensure information is accurate and appropriate.
- Coordinate all photography and video recording with venues and independent photographers.
- Coordinate press and interview requests with Artistic Director and dancers for all domestic or international tours, and general local appearances.
- Assist Production Manager & Lighting Supervisor in transporting Company luggage.
- Coordinate engagement activities with venue and CT&Co artistic staff, and attend masterclasses/workshop whenever possible to liaise between the Company teacher(s) and the Presenter.

Individual Development and External Affairs

- Help develop and implement fundraising activities, including coordination of donor incentive programs and planning and execution of fundraising events.
- Assist with individual and institutional development efforts as needed, providing additional support for special events such as galas, open rehearsals and post-performance get-togethers.
- Provide administrative support for online and direct mail campaigns.
- Log donations into company's database, update company's mailing list, and provide general administrative support.

General Administrative Support

- Book studio space for company's rehearsals in NYC and (when necessary) on tour.
- Update company calendars and record dancer conflicts.
- Schedule interviews and meetings for the Artistic Director.
- Oversee the financial operations, ensuring that adequate funds are available to permit the organization to carry out its work.
- Represent the Company within the larger dance community by attending meetings, conferences, special events, and cultivation events as needed.
- Correspond via email with key company staff members, dancers, and patrons as needed.

Part-time, hourly. Interested individuals should email a letter of interest, resumé, and three references to admin@calebteicher.net and calebteicher@gmail.com.

Caleb Teicher & Company is committed to providing equal employment opportunity for all employees and applicants regardless of race, color, religion, sex, sexual orientation, gender identity and/or expression, marital status, age, national origin, citizenship status, disability, genetic information, military or veteran status.

Caleb Teicher & Company
Brooklyn, NY
www.CalebTeicher.net

For more information:
Caleb Teicher
admin@calebteicher.net

[< back](#)

[previous listing](#) • [next listing](#)