

Friday, June 21, 2019

Managing Director

Company: Emily Johnson/Catalyst
Location: New York City, NY
Compensation: \$20/hr

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Searching for candidates to apply for a Managing Director position with Emily Johnson/Catalyst Dance. All applicants must be available to travel for upcoming production in Chicago Sept 14th-30th, 2019. Please cover letter and resume to info@catalystdance.com to apply.

JOB DESCRIPTION

ADMINISTRATIVE

Ongoing/Daily Tasks

- Update website on a regular basis
- Track costs, write and send invoices, deposit checks
- Book rehearsal space for residencies and tour
- Collect email addresses and info at all Emily Johnson/Catalyst events
- Input new email addresses and update old email address in Mailchimp
- Keep Catalyst google calendar up to date
- Be present on all phone calls, take notes and share with Emily
- Read and edit grant language
- Find and send appropriate language, photos, videos and work samples for grants, presenters, websites
- Keep track of all internet and print writing about Emily Johnson/Catalyst
- Assemble press kits
- Keep all archives up to date on Catalyst external hard drive
- Reconcile Catalyst accounts and credit cards in Quickbooks
- Provide Income/Expense report for tax season
- Arrange scheduling and hosting of international conference calls

PRODUCTION

- Create and distribute schedule for residencies and tour
- Point person for the core cast re: housing, flights, schedule, logistics, payment, etc.
- Pack and ship or carry on flight all materials, props and costumes
- During residencies and tour, be available during rehearsal and show times to find and purchase materials, props, whatever is needed
- Collect up to date bios from each performance
- Collect contracts and information from cast/choir
- Point person for cast/choir to communicate with re: any issues via email or phone
- Be in communication with local partners, keeping them up to date

Collect bios and comp needs from local partners

Post call for volunteers if necessary

Track volunteers and communicate with them re: whatever event is happening.

Emily Johnson/Catalyst
New York City, NY, 10002
<http://www.catalystdance.com>

For more information:
Tyler Rai
info@catalystdance.com

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