

Monday, December 23, 2019

## Company Manager

Company: The Isadora Duncan Dance Foundation  
Location: New York, NY  
Compensation: TBA

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Job Title: Company Manager /Executive Director

Reports To: Artistic Director

Medical/Dental Benefits TBA

The position will be focused on communications, marketing and development, as well as production management. The Manager must be an excellent writer, have superb interpersonal skills, ability to multitask, work independently, and to be a self-starter. Candidate must be fully invested in the continued growth of the IDDF Company and Foundation, inspired and enthusiastic about the vision of the company. Strong potential for continued growth within the organization.

Core Responsibilities: - Thinking creatively to grow 1) audience/press for the professional company and performances 2) student population (adults and children) and 3) raise public awareness nationally and internationally.

Development: - In collaboration with the Board and Executive Director, build a robust annual fundraising plan that includes individual giving, events, corporate partnerships, and foundation grants.

Manage the database to ensure data integrity. This includes, data entry, gift tracking, list and report generation.

Create systems for gift processing from gift receipt through to gift acknowledgment - Serve as the organization's main contact with donors, including communications regarding IDDF news and events.

Serve as the organization's representative at artistic and cultural events.

organize responsibilities of Marketing and Communications.

Create an annual marketing and message and communications calendar to track all social media and email communications, press strategies, website updates, as well as a plan for evaluation of communications and marketing efforts.

Writing press releases and responding to press inquiries in a friendly, timely, and effective manner - Facilitating (along with graphic designer) a website overhaul & new print materials.

Managing team of 2-3 arts administration interns

The ideal candidate: passion for arts and community education is essential

Qualifications: Dance background is not necessary.

Strong preference for 1 year of work-related experience - Bachelors degree required - Marketing competency and demonstrated experience in marketing, including market strategy, demand generation, market research, and marketing communications - Efficient multi-tasker - Delivering effective presentations - Strong analytical and problem solving skills - Strong attention to detail - Excellent communications, writing and customer service skills - Interest and/or experience in non-profit management and/or arts administration - Computer skills, including Microsoft Office Suite - Knowledge of Adobe Creative Suite (InDesign, Photoshop, etc.) not required but is a plus. An aesthetic sense for web design (website, newsletter) is a plus. - Interest and/or experience in photo, video, web editing -

- Ability to work independently, and as a member of a team - Flexibility, positive attitude, and good work ethic

To apply: Email cover letter and resume to [info@isadoraduncan.org](mailto:info@isadoraduncan.org)

The Isadora Duncan Dance Foundation (IDDF) was founded by third generation Duncan dancer, Lori Belilove to extend the historical legacy of Isadora Duncan's impact of the art of the dance. The Foundation seeks to expand public awareness and understanding of the legendary American dancer Isadora Duncan, the "mother of modern dance," known as an important figure in both the arts and history, a world-famous performer and choreographer, an innovator, a feminist, educator, author, and philosopher.

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