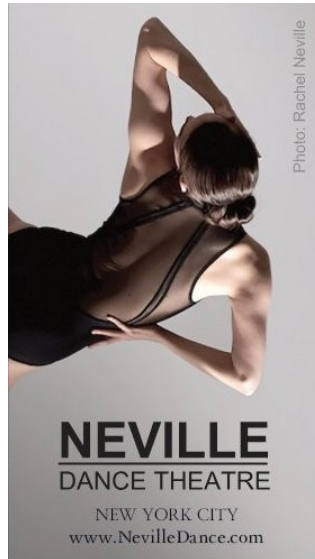


Monday, January 20, 2020

BOOKING COORDINATOR

Company: Neville Dance Theatre, Inc.
Location: New York, New York
Compensation: \$400/month

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



Rachel Neville

Neville Dance Theatre seeks a Booking Coordinator to assist in researching, soliciting, and procuring performance and booking opportunities for the company for our current season and upcoming 2020-2021 dates for our 15th Anniversary Season. Candidate will work remotely with weekly conference call and/or in-person meetings with the Artistic Director. Duties include:

- contact, research, and solicit presenters, festivals, schools, and organizations for performance, residency, workshop, or other booking opportunities for the company
- submit and complete online applications (bookings, performance opportunities, etc)
- expand and maintain company database with exceptional detail and progress notes
- oversee booking contract details and initial negotiations
- provide weekly written progress reports and attend weekly check-in meetings with the Artistic Director (either in person or via video conference call)
- other relevant duties as necessary
- be well acquainted with the company's repertory and technical requirements

Candidates with prior booking experience in the dance industry preferred. Applicants must possess a take charge attitude and have an advanced understanding of best-practices in regards to soliciting and communicating with presenters, of general industry booking timelines and presenter season calendars, an aptitude for recognizing 'good matches' in regards to presenter budgets and missions with our repertory and fees, and a solid understanding of Google Suites and MS Office Suite (Excel, Word).

Candidates should possess an excellent track record in the area of sales, communications, online research, and database management. Must be exceptionally detail oriented, accountable, persistent, able to work independently, meet and surpass goals, and have a positive and professional attitude. Must have daily access to computer, phone, and internet with daytime hours available to contact presenters.

This is a paid position. EOE. Submit resume, cover letter, and two references to info@nevilledance.com. No phone calls. Seeking immediate hire.

Neville Dance Theatre, Inc.
PO Box 1625
New York, New York, 10101
9175172175
www.NevilleDance.com

For more information:
Brenda Neville
info@nevilledance.com
917.517.2175

[< back](#)

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