

Thursday, January 30, 2020

## GALLIM SEEKS COMPANY MANAGER

Company: Gallim

Location: Brooklyn, NY

Compensation: Commensurate with experience

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Brooklyn-based company GALLIM kneads movement into raw emotions, distills it from existential uncertainty and unleashes it onto unexpected paths of connection between artists and audiences. Underpinned by physicality, virtuosity and artistic director, Andrea Miller's distinct approach to performance, the Company has an expansive language bridging theater, visual arts, music and fashion. Under the direction of founder, and choreographer Miller, GALLIM is recognized for its powerful and transcendent works, movement language and commitment to the creative praxis.

The administrative team at GALLIM Dance is a high-performing group of dedicated and experienced arts administrators. This entrepreneurial environment offers strong learning and professional development opportunities for a self-starter as a key member of a talented and fast-paced team. GALLIM has been recognized for outstanding entrepreneurship by Crain's New York Business, The New York Times, and PBS NewsHour.

GALLIM seeks a Company Manager to join our administrative team and play a significant role in supporting company operations and Artistic Director Andrea Miller's artistic vision. The ideal candidate is organized, proactive, and detail-oriented, with the ability to manage internal and external communications, and track and manage the progress of multiple projects simultaneously. This is a position averaging 25 hours per week.

### JOB DESCRIPTION

The Company Manager reports to senior management and works closely with the Artistic Director and all members of GALLIM administration. The specific responsibilities of the Company Manager of Gallim include:

#### Performance & Tour Management

Act as a key liaison between GALLIM and performance venues, including the management of engagement details, budget projection and adherence, travel arrangements, communication with Artistic Director, company dancers, and production staff.

Create itineraries and manage production schedule in collaboration with production staff.

Research and book flights, hotels, and other travel plans as needed.

Collaborate with presenters to secure visas for dancers, musicians, and tour personnel as needed.

#### Company Management

Manage calendar and coordinate correspondence between artistic and administrative staff regarding performances, rehearsals, special events, engagement projects, etc.

Prepare and disseminate, upon approval of Management and Artistic Director, all GALLIM contracts (e.g. dancers, collaborators, production staff, etc.).

Serve as liaison between dancers and administration; manage dancer contract compliance and relationships.

Prepare detailed weekly payroll for dancers and guest artists; and transmit payroll to Accountant.

In collaboration with administrative staff, coordinate and manage auditions and other events.

Manage bookings of outside studio space, as needed.

#### Office & Studio Operations

Maintain files and office organization, including mail and shared Drive.

Support payments processing, deposit checks to company checking account via mobile deposit; prepare a monthly deposit report for Accountant for reconciliation.

Coordinate facility access for artist residencies, special events, and rehearsals, including scheduling personnel for door/studio monitor duties as needed.

In collaboration with Administration & Programming Coordinator, manage all logistical aspects of the studio rental program, artist residencies, special events, and the SETLIST presenting series.

Supervise administrative interns in collaboration with the Managing Director and other administrative staff

Studio maintenance and cleaning.

Maintain company storage, including costumes, sets, props, and event supplies

Monitor and restock office and studio supplies as needed.

### COMPETENCIES

**Professionalism:** Shows pride in work and in achievements; is efficient in meeting commitments, observing deadlines and achieving results; is motivated by and understands professional objectives and standards; shows persistence when faced with challenges; remains calm in stressful situations; has the ability to take initiative and work graciously in a fast paced environment; and has the ability to work a demanding schedule, including late nights, weekends and holidays.

**Communication:** Listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; demonstrates openness in keeping people informed.

Planning & Organizing: Develops goals that are consistent with company strategies; identifies priority activities and assignments; adjusts priorities as required; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently;

#### ADDITIONAL SKILLS

Multilingual candidates preferred

Computer competency, including Windows/Mac OS, MS Office (PowerPoint, Excel, Word) and Google Drive.

Must hold a valid driver's license and passport

#### APPLICATION

To apply for this position, please submit one file (accepted formats include .doc, .docx, .txt, or .pdf) that contains the following items:

Cover letter, resume and salary requirements

Contact information for two references

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