

Wednesday, January 12, 2022

Administrative and Company Manager at Dorrance Dance

Company: Dorrance Dance

Location: New York, NY

Compensation: \$50,000 plus medical insurance and vacation benefits

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Location: New York, NY

Position Title: Administrative and Company Manager

Reports To: General Manager

Status: Full-time

Salary: \$50,000 plus medical insurance and vacation benefits

Start Date: ASAP, Open until Filled; Applications received by January 24th will be prioritized

Job Responsibilities

The Administrative and Company Manager's primary duties will be to realize the logistical requirements for day-to-day administrative operations as well as all performance and residency programming. These duties include, but are not limited to:

- Overseeing the general care and well-being of 13 professional dancers/musicians and all guest artists; Responsible for the coordination, management and day-to-day operation of all artist services
- Managing company google calendar, ensuring tour and residency information is up to date and accurate
- Organizing travel, ground transportation, housing and hospitality for the company while on tour and for guest artists in New York City; Preparing tour itineraries for performances and residencies
- Managing programs, media, and press in tandem with advance process; Updating company website with and checking venue websites for accurate performance content
- Working with the General Manager on the following elements of educational programs: answer student inquiries, process student registration, coordinate teacher schedules, and troubleshoot online classes
- Managing PO Box and info@dorrancedance.com email address and directing all business inquiries to necessary parties
- Other duties as the General Manager and/or Executive Director may consider necessary for the proper execution of the company's administrative work

Job Requirements

- Knowledge of working in the performing arts, particularly dance, is favored
- Extreme attention to detail and thoroughness in work product; excellent verbal and written communication skills
- Strong interpersonal skills with a positive and outgoing personality
- Ability to work collaboratively and take direction in a fast-paced, high-stakes environment; Willingness to be helpful and adjust priorities at a moment's notice
- Ability to think ahead, maintain self-driven initiative, and exercise excellent decision-making skills
- High level of computer proficiency with knowledge of word processing and spreadsheets; Knowledge of photo/video editing software a plus
- Willingness to respond to needs outside of office hours and to work evenings and weekends
- Occasional travel required; Valid driver's license preferred
- COVID-19 vaccination required

Dorrance Dance is committed to being a diverse and inclusive environment and is proud to be an equal opportunity employer.

Please email cover letter and resume to tina@dorrancedance.com.

About Dorrance Dance

Dorrance Dance is an award-winning tap dance company based in New York City celebrating its 10th Anniversary! Led by Michelle Dorrance, the company supports dancers and musicians who embody and push the dynamic range that tap dance has to offer. The company's mission is to engage with audiences on a musical and emotional level, and to share the complex history and powerful legacy of this Black American art form through performance and education.

Founded in 2011 by artistic director and 2015 MacArthur Fellow Michelle Dorrance, the company has received countless accolades, rave reviews, and has performed at venues including Danspace Project, Jacob's Pillow Dance Festival, The Joyce Theater, New York City Center, Brooklyn Academy of Music, Vail Dance Festival, the Kennedy Center, Lincoln Center Out of Doors, Works and Process at the Guggenheim,

Carolina Performing Arts at UNC Chapel Hill, Cal Performances at UC Berkeley, among many others, including international venues in Canada, France, Germany, Spain, England, Hong Kong, Singapore, and Russia.

www.DorranceDance.com

Facebook: facebook.com/dorrancedance

Instagram: [@dorrancedance](https://www.instagram.com/dorrancedance)

Dorrance Dance
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