Monday, March 7, 2022

Company Manager for Jamel Gaines Creative Outlet

Company: Jamel Gaines Creative Outlet
Location: Brooklyn, NY
Compensation: $15 an hour/ 15 hours a week

none

Jamel Gaines Creative Outlet, one of Brooklyn's premiere arts organizations is looking for an in-person Company Manager for Jamel Gaines Creative Outlet. Our office is located in Fort Greene Brooklyn in the A.R.T. New York building. The position is $15 at approximately 15 hours a week with room to grow based on work ethic, commitment and general ability to work with our team which consists of three full time and approximately 20 part time employees. Our non-profit organization consists of a professional dance company, a Cultural Arts Program (our School) an Arts In Education Program, A Young Artist Program, Summer Youth Employment, Summer Camp, Summer Intensive and a Adult community program called "The CO Kings & Queens" Jamel Gaines Creative Outlet (our dance company) has toured nationally and internationally and was recently produced at Lincoln Center and Bryant Park. Our predominantly African American group performs socially aware works that are highly athletic, artistic and technical.

Job duties include but are not limited to:

-researching and applying to dance company opportunities

-creating relationships and networking with producers, agents, and curators

-creating and maintaining spreadsheets of contacts for museums, residencies, festivals

-liaison between producers and Jamel Gaines Creative Outlet/ following up with contracts

-creation of budgets for productions, grants, special events

-letter writing

-creating rehearsal schedules

-general organization

Applicant must be reliable, a good communicator, have an interest in the arts or arts management, detailed oriented, a fantastic writer, and the ability to juggle many different tasks at once. The best applicant will be a self -starter and will be able to flow in and out of different projects at once while making sure deadlines are met.

To apply: Please send resume and write a cover-letter to Jamel Gaines Creative Outlet telling us about yourself and why you are interested in working for Creative Outlet, your background, skill sets, past work experience and education.

Jamel Gaines Creative Outlet
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