

Thursday, July 7, 2022

Operations Manager - Dance Entropy Inc.

Company: Valerie Green/Dance Entropy
Location: Long Island City, NY
Compensation: 55,000 - 60,000 + benefits

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About Dance Entropy

Founded in 1998, Valerie Green/Dance Entropy believes in humanizing movement, both in Ms. Green's critically acclaimed choreographic work and the company's mission to plant creative seeds in communities across the world. Intersecting mortal and transcendent, sensual and sophisticated, visceral and self-aware, VG/DE invites the artist, the audience—the human—into a compelling, physical experience. Based out of its home studio, Green Space an incubator for dance in LIC, Queens, the venue serves the movement arts community by providing an affordable and welcoming environment for rehearsals, classes, and performances. To this end, VG/DE combines performance and specialized outreach programs to inspire communities in cultural institutions throughout the world. VG/DE strives to break down systemic race, gender and other identity barriers to fulfill our ultimate goal of collectiveness and inclusivity through dance. As a professional nonprofit dance company, the communities we engage with have included at risk youth, adolescents, trauma survivors, differently-abled persons, senior citizens and aspiring/professional dancers.

Job Description

Dance Entropy is seeking an Operations Manager to work closely with the Executive Director managing a wide variety of tasks. This includes varied aspects of the organization's administration:

- Company Booking, Touring, and Educational Programs Outreach
- Performance Programs management: corresponding with Take Root and Fertile Ground artists, managing all marketing, and all other details for these monthly performance programs
- Research into new opportunities, programming, business relationships, policies, and procedures
- Proposals and Reports: Organize and manage calendar deadlines, gather internal sources of information in a timely fashion including program details, budgets, and statistics, track submitted applications, and report accurate statistical and narrative information.
- Writing: Produce compelling letters of inquiry, proposals, and reports for existing and prospective foundation, corporate, and government funders.
- Research: Explore and analyze funder databases and other sources to find new potential funders that fit Dance Entropy's mission and programming. Track research in excel prospect list.
- Maintain up-to-date standard supplemental materials for proposals and reports such as funder lists, program examples/work samples, statistics, budgets, and other materials as needed.
- Lead PR & marketing efforts and analyze performances, set goals
- Collaborate with freelance graphic designers and content creators, and provide leadership in the creation and timely execution and distribution of all graphic and video assets
- Complete tasks and projects as needed by the Executive Director related to programming, contracting, scheduling and administration paperwork.
- Support at events as needed.
- Act as liaison to Board of Directors
- Basic Website Maintenance

-Studio operations assistance

Qualifications

-4 Year Degree

-Applicants must have a strong attention to detail and excellent organizational skills.

-Applicants must be enthusiastic, hardworking, flexible, focused with a sharp memory, a good multi-tasker and self-motivated.

-Strong communication, written and interpersonal skills are essential.

-Minimum 5-years professional experience in arts management, arts administration, programming, or producing

-Proficiency in Word, Excel, Photoshop and/or Illustrator (or similar graphic program), Network for Good, -Constant Contact, Squarespace, Social Media platforms.

-A passion for the arts.

-The ideal candidate has experience in dance/performing arts and events planning.

Hours

Full Time: 40 hrs/week at our Long Island City office.

This is NOT a remote position.

Weekdays during business hours. (Presence at major events needed/advance notice given)

Pay: \$55,000-\$60,000 plus benefits

*Prompt submission is strongly encouraged.

Looking to hire and train immediately

Applications will be accepted ongoing until position is filled

To Apply:

Please email cover letter, resume, and references in one pdf document to:

Info@DanceEntropy.org

Please include "Operations Manager Position" in subject line

No phone calls please.

Dance Entropy, Inc. is an equal opportunity employer.

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For more information:
Valerie Green
Info@DanceEntropy.org

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