

Friday, August 5, 2022

## Company Manager

Company: SOLE Defined  
Location: Baltimore, MD  
Compensation: \$25/hour

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### JOB DESCRIPTION

#### Who is Sole Defined

SOLE Defined is a Washington, DC-based percussive dance company that fuses tap dance and body percussion with digital media to provide a multifaceted experience promoting an understanding and appreciation for Percussive Dance. Our mission is to raise awareness about social and economic issues directly affecting uninvested communities of color through historically informed performances, dance engagement activities, and art-integrated youth programming. We aim to archive percussive dance's history and vocabulary while re-establishing it as a vital part of academia, movement studies, and concert dance.

#### About the Opportunity

SOLE Defined is looking to hire a dynamic company manager willing to jump in and assist with project coordination and general operating support. Project tasks include monitoring the day-to-day operations, serving as a spokesperson for SOLE Defined with presenting organizations, liaising with Sole Defined's executive team, and creating and managing internal systems. This position reports directly to Sole Defined's Executive Artistic Director. The company manager will be an integral part of our team, working across initiatives toward successful program delivery.

This is a remote contract position not to exceed 20 hours per week. All candidates will be expected to have access to a computer and the internet to perform requested tasks.

#### Key Role and Responsibilities

Manage "onboarding" of new artists, engage with our current artists to coordinate all contract issuing

Arrange all travel for company members and staff for touring, including airfare, hotel, per diem, and ground transportation.

Maintain, distribute and update the annual dancer calendar, artist contact information, and dancer handbook.

Compile and distribute contracts for technical theater designers and guest artists.

Process artist payments including per diem as outlined in their agreements.

Operate as the point of contact for performance inquiries

Maintain company files and emails

#### Qualifications

Experience in budgeting, freelance contracting, and/or schedule planning

Ability to identify and mitigate potential problems

Ability to lead and manage employees

Ability to make decisions and solve problems

Ability to manage multiple tasks simultaneously

#### Preferred Skills

MSWord / Excel spreadsheet skills

Excellent written and verbal communication and interpersonal skills

Experience in a non-profit administrative support role is a plus, but willing to train the right person

Application Instructions:

Please submit a cover letter, three references, and a resume to [company@soledefined.com](mailto:company@soledefined.com). Please use the subject line: SOLE Defined Company Manager position. In your cover letter, please answer the following questions:

Why are you interested in working for SOLE Defined?

How do your specific skills and experience make you uniquely qualified to serve as Sole Defined's Company Manager?

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SOLE Defined  
606 Kahn Dr  
Baltimore, MD, 21208  
4436532476  
[www.soledefined.com](http://www.soledefined.com)

For more information:  
Ryan Johnson  
[company@soledefined.com](mailto:company@soledefined.com)  
4436532476

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