

Thursday, October 6, 2022

Production Associate

Company: Peridance Contemporary Dance Company
Location: New York, NY
Compensation: Hourly, commensurate with experience

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PERIDANCE CONTEMPORARY DANCE COMPANY

Peridance Contemporary Dance Company

Peridance Contemporary Dance Company seeks to hire a part-time Production Associate, who will work under the direction of the Development and Production Manager, and whose duties and responsibilities include the following:

- Organize company touring
- Researching new touring opportunities, overseeing outreach, maintaining relationships with previous touring locations, communicating with booking agents
- Oversee productions of annual winter show and spring seasons
- Working with Development and Production Manager to book flights and accommodations for guest artists, working with company coordinator to organize props and costumes, working with box office and theater managers to coordinate ticket sales, packages, and rollout, working with stage manager to help back of house during productions
- Assist with operations of company events and receptions
- Helping to ensure smooth day-of set up and execution of company events including Open Rehearsals, private Fundraising events, and Anniversary Ball.
- Other duties, assigned and communicated as needed.

Qualifications Include:

- At least one year of experience in production and/or event planning (preferably in dance or performing arts)
- Bachelor's Degree
- Excellent written communication and interpersonal skills, including the ability to engage and communicate professionally with artists, staff, and audience members.
- Excellent project management skills and ability to focus on details.
- Works well in a fast-paced and collaborative, team environment
- Softwares Used: Google Suite, Ticket Leap, Asana, Dropbox

Position Details:

- Part time, 20 hours per week
- Hourly pay commensurate with experience
- Preference for in-person work but hybrid options available
- Must be based in NYC

About Peridance Contemporary Dance Company:

Peridance Contemporary Dance Company (PCDC), founded in 1983 by renowned choreographer, Igal Perry, is a repertory company with unwavering commitment to creative collaboration and sustainable social engagement. PCDC works nationally and internationally to amplify both emerging and established artistic voices and to create visionary performance based in care, vigor, and innovation. Guided by core values of Support for Artists, Access to Dance for All, and Community Engagement, PCDC is dedicated to expansive public programming, educational partnerships, and inclusive and equitable processes for all collaborating dancers, choreographers, composers, musicians, and designers.

For consideration, please submit a resume (with references) and cover letter in one pdf file entitled "FirstName LastName" to

nikki@peridance.com. Please use the subject line "Production Associate." Applications due by October 24th, 2022.

Peridance Contemporary Dance Company is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, mental, or physical disability, age, sexual orientation, gender identity, national origin, familial status, veteran status, or genetic information.

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