

Tuesday, November 29, 2022

Company Manager Winter 2022

Company: BodyStories: Teresa Fellion Dance
Compensation: \$16-\$18 hourly

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BodyStories: Teresa Fellion Dance is searching for a part-time Company Manager. The ideal candidate will be consistently looking forward to further the momentum and growth of the company, our performing and education programming in NYC and on tour, as well as the programming at BodyStories' Middlebrook Arts Research + Residency Center in Upstate, NY. We are looking for someone with a passion for the arts and experience in arts administration, with strong skills in writing, arts management, and time management. The candidate will be highly organized and motivated, with great attention to detail. We are looking for someone who is personable, adept at research projects, and strong at delegating tasks. Flexible hours available.

Responsibilities:

Development research including but not limited to:

Grants
Choreographic opportunities
Donor relations

Manage intern projects

Be available to interns and fellows to answer questions
Design projects based on the immediate needs of the Artistic Director and the company
Assist in the initial training and ongoing professional development of interns and fellows

Oversee applications:

Maintain deadlines
Proofread all materials
Organize fundraising and performance events and manage volunteers

Organize dance education events, including summer and winter dance intensives

Pre-tour planning including but not limited to: budget, travel, logistics

Long-term project planning with Artistic Director

Additional administrative tasks include but are not limited to: correspondence, contract and invoice management, expense tracking

The company manager works closely and independently with the Artistic Director. Additionally, BodyStories: Teresa Fellion Dance maintains prestigious internship and fellowship programs, and the Company Manager will be expected to aid in some management of interns and guiding them in learning about arts administration projects.

Requirements:

Proficient in Microsoft Office, Google Drive

Experience with Social Media and Constant Contact--experience with Adobe Suite a plus

Bachelor's degree or higher preferred

Experience in Arts Administration

Job Type:

Part Time (10 hours/week)

Salary:

Hourly salary to be discussed

Please send a resume and cover letter to malaika@bodystoriesfellion.org with the subject heading "Company Manager."

BodyStories: Teresa Fellion Dance
<https://bodystoriesfellion.org/>

For more information:
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