

Monday, February 27, 2023

Company Manager at Dorrance Dance

Company: Dorrance Dance
Location: New York, NY
Compensation: \$52,500 annual salary plus full benefits

► [Share](#) | [Print](#) | [Download](#)

Location: Hybrid: Remote and in New York, NY

Position Title: Company Manager

Reports To: General Manager

Status: Full-time

Compensation: \$52,500 annual salary plus full benefits. Our benefits package include health, dental, life, and disability. Full-time employees are eligible for 15 PTO per year.

Start Date: ASAP, open until filled; This position will remain open until a diverse and qualified pool of finalists has been identified.

Who We Are & What We Do

Dorrance Dance is an award-winning tap dance company based in New York City. Led by artistic director Michelle Dorrance, the company supports dancers and musicians who embody and push the dynamic range that tap dance has to offer. The company's mission is to engage with audiences on a musical and emotional level, and to share the complex history and powerful legacy of this Black American art form through performance and education. Founded in 2011 by artistic director and 2015 MacArthur Fellow Michelle Dorrance, the company has received countless accolades, rave reviews, and has performed at most major dance venues both nationally and internationally. We acknowledge that we are only here because of the deep sacrifice, perseverance, hard work and relentless struggle against oppression that our ancestors endured to create this art form. Tap dance is born of radical, innovative ideas and its spirit of resistance is carried forth in everything we do.

Why this Position is Unusual

In 2023, Dorrance Dance piloted a fiscal sponsorship and administrative support program that not only offers fiscal sponsorship at lower than market rates, but also provides administrative support for percussive and vernacular dance forms within the family of Dorrance Dance artists. At the moment, there are two younger companies run by Dorrance Dance company members under this program (Ephrat Asherie Dance, Music From The Sole) that would be served by the Company Manager position. Under the support and guidance of the General Manager, the Company Manager will serve Dorrance Dance, and its affiliated companies.

How You'll Fit In & Stand Out

Reporting to the General Manager, the Company Manager's primary duties will be to facilitate the logistical requirements for day-to-day administrative operations as well as all performance and residency programming. The Company Manager plays a pivotal role in managing and supporting the company of artists, who are critical to the success and vitality of Dorrance Dance, as well as its affiliated companies and their artists.

This job can often be performed remotely, but as necessary, is onsite at the rehearsal studio, on tour, or at performance venues. The successful candidate will demonstrate an energetic interest in meeting and developing trusting relationships with the individual artists and affiliated companies. A vital skill requirement is attention to detail and multi-tasking to manage travel logistics and attend to artists' needs in New York City and on tour.

Primary Responsibilities & Expectations (for Dorrance Dance and Affiliated Companies)

- Oversee the professional care and well-being of all artists; Coordinate and manage day-to-day operation of all artist services
- Manage calendars, ensuring tour and residency information is up to date and accurate
- Organize travel, ground transportation, housing and hospitality for the companies while on tour and for guest artists in New York City; Prepare tour itineraries for performances and residencies
- Manage programs, media, and press in advance of tour dates; Ensure companies' and tour venues' websites contain up to date and accurate performance content and related information
- Work closely with the General Manager on the following elements of educational programs: answer student inquiries, process student registration, coordinate teacher schedules, and troubleshoot online classes
- Manage PO Box and info@dorrancedance.com email address and directing all business inquiries to appropriate individuals
- Other duties as the General Manager and/or Executive Director may consider necessary for the successful implementation of the company's administrative work

This job is for you if you have

- Experience working in the performing arts, particularly in dance and company management
- Initiative and follow-through
- Keen attention to detail and thoroughness in work product
- Excellent verbal and written communication skills
- Strong interpersonal skills and a positive, outgoing personality
- The ability to find joy in problem-solving/pivoting/finding solutions
- Excitement for working with a team of people who are of different races, religion, backgrounds, gender-identities, and sexual orientation
- The ability to work collaboratively and take direction in a fast-paced, high-stakes environment
- A willingness to be helpful and adjust priorities on short notice
- Excellent skills in planning, anticipating possible scenarios, thinking ahead, and making informed decisions
- A high level of computer proficiency with knowledge of word processing and spreadsheets; Knowledge of photo/video editing software is a plus
- A willingness to respond to needs outside of office hours and to work evenings and weekends in exchange for compensatory time scheduled in advance
- Occasional travel required; Valid passport required and valid driver's license preferred
- COVID-19 vaccination required

Values:

The following values guide us in how we show up for each other and the work.

Gratitude - We come into every interaction with gratitude and positive energy - remembering that we are fortunate to be in this artistic community together.

Integrity/Respect - We genuinely respect each other as human beings and as artists/technicians/administrators. We are fully present when we are working, demonstrating grit, technical investment, commitment to our crafts and tasks, perseverance, and a willingness to put in our best effort at all times. We do not whine.

Community - We come together with care. We practice clear and kind communication towards one another, never taking each other for granted and proactively sharing our expectations of one another. We nurture and care for our community, valuing our individual and collective talents and perspectives.

Purpose - We acknowledge that we are only here because of the deep sacrifice, perseverance, hard work and relentless struggle against oppression that our ancestors endured to create this art form. Tap dance is born of radical, innovative ideas and its spirit of resistance is carried forth in everything we do.

Dorrance Dance is committed to being a diverse and inclusive environment and is proud to be an equal opportunity employer. Please email your cover letter and resume as a single PDF document saved with your name to tina@dorrancedance.com.

Dorrance Dance
New York, NY
www.dorrancedance.com

For more information:
Tina Huang Abrams
tina@dorrancedance.com

[< back](#)

[previous listing](#) • [next listing](#)