

Friday, February 24, 2023

Company Manager (part-time)

Company: GALLIM Dance Company, Inc.

Location: Brooklyn, NY

Compensation: \$500 per week (up to 20 hours) in off season, \$1,000 per week (up to 40 hours) for performance seasons.

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GALLIM is seeking a Company Manager to begin with preparation for our upcoming Joyce season.

General Job Description:

The Company Manager reports to the Executive Director and works closely with the Artistic Director and all members of GALLIM administration.

Up to 20 hours per week in off season

Up to 40 hours per week in performance weeks

The specific responsibilities of the Company Manager of GALLIM include:

Performance & Tour Management

Act as a key liaison between GALLIM and performance venues, including the management of engagement details, budget adherence, and travel arrangements, communication with Artistic Director, company dancers, and production staff.

Create itineraries and manage production schedules in collaboration with production staff.

Provide the timely production of program copy, press releases, photos, & venue requests.

Collaborate with presenters to secure visas for dancers, musicians, and tour personnel as needed

Company Management

Manage calendar and coordinate correspondence between artistic and administrative staff regarding performances, rehearsals, special events, engagement projects, etc.

Prepare and disseminate, upon approval of Executive and Artistic Directors, all GALLIM contracts (e.g. dancers, collaborators, etc.).

Serve as liaison between dancers and administration.

Manage dancer contract compliance and relationships.

Prepare detailed weekly payroll for dancers and guest artists; transmit payroll to GALLIM's accounting firm for processing.

In collaboration with administrative staff, coordinate and manage auditions and other company events.

Manage booking of outside studio space as needed.

Office & Studio Operations

Maintain files and office organization, including mail, the use of Google docs and Dropbox.

Coordinate facility access for artist residencies, special events, and rehearsals.

Assist Programming Director & Marketing Manager on supervision of administrative interns.

Coordinate studio maintenance including hiring a cleaning service in advance of and during any company activity in the GALLIM studio

Serve as studio monitor for rental clients as needed.

Monitor and restock office and studio supplies as needed.

**GALLIM is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or*

local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. GALLIM makes hiring decisions based solely on qualifications, merit, and company needs at the time.

GALLIM Dance Company, Inc.
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For more information:
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