

Monday, September 18, 2023

Company Manager - Dorrance Dance

Company: Dorrance Dance
Location: New York, NY
Compensation: \$52,500

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dorrance
dance

About The Position

Dorrance Dance seeks a responsible, enthusiastic, and proactive arts administrator to join its team as a full-time Company Manager. 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.

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.

About the Company

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.

For more information, please visit: www.DorranceDance.com, Facebook: facebook.com/dorrancedance, Instagram: @dorrancedance

Job Responsibilities: Company Manager

Overseeing the general care and well-being of company professional dancers/musicians and all guest artists; Responsible for the coordination, management and day-to-day operation of all artist services

Scheduling rehearsals and booking space in collaboration with Artistic Director/choreographers; Managing company google calendar, ensuring tour and residency information is up to date and accurate; communicating timely calendar updates with the company and guest artists

Organizing travel, ground transportation, housing, and hospitality for the company while on tour and for guest artists in New York City; Preparing tour itineraries for performances and residencies; Traveling on domestic and international tours and residencies when needed

Providing on-site hospitality and logistical support for NYC-based productions, showings, and events as needed

Preparing work payments and visa applications for foreign touring

Managing touring reimbursement requests for artistic employees; calculating and advancing per diem for tour; assisting with travel budget research as needed

With General Manager, overseeing rehearsal sign-ins and collect artist timesheets for weekly rehearsal payments

Managing programs, media, and press in tandem with advance process; Updating company website with and checking venue websites for accurate performance content

Working with the General Manager on the following elements of educational programs: answer student inquiries, process student registration, coordinate teacher schedules, and troubleshoot online classes

Managing company office space and info@dorrancedance.com email address; directing all business inquiries to necessary parties

Other duties as the General Manager and/or Executive Director may consider necessary for the proper execution of the company's administrative work

Job Requirements

Knowledge of working in the performing arts, particularly dance, is favored; at least three years experience in a management role preferred

Extreme attention to detail and thoroughness in work product; excellent verbal and written communication skills

Strong interpersonal skills with a positive and outgoing personality

Ability to work collaboratively and take direction in a fast-paced, high-stakes environment; Willingness to be helpful and adjust priorities at a moment's notice

Ability to think ahead, maintain self-driven initiative, and exercise excellent decision-making skills

High level of computer proficiency with knowledge of word processing and spreadsheets; Knowledge of photo/video editing software a plus

Willingness to respond to needs outside of office hours and to work evenings and weekends

Valid driver's license and ability to rent a vehicle preferred

COVID-19 vaccination or willingness to receive COVID-19 vaccination required

To apply: Please email cover letter, resume, and three references, with the subject line "Company Manager - [Your Name]", to companymanager@dorrancedance.com. This position remains open until filled, but applications received by October 2 will be prioritized Ideal start date November/December 2023.

Dorrance Dance is committed to being a diverse and inclusive environment and is proud to be an equal opportunity employer. We prohibit discrimination and harassment based on gender, race, national origin, religion, age, sex, sexual orientation, gender identity, pregnancy, citizenship status, disability, veteran status, or marital/partnership status.

Dorrance Dance
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For more information:
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