

Wednesday, August 28, 2024

Limón Dance Company General Manager

Company: José Limón Dance Foundation

Location: New York, NY

Compensation: Salary \$58,500-\$64,350 /year commensurate with experience, education, special licensing or qualifications.

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Mission

Entering its 78th year, the José Limón Dance Foundation seeks an ambitious and driven arts management professional to join the organization at a moment of transformation and growth. The Foundation is dedicated to preserving, producing, and furthering the legacy of José Limón, who is among the greatest and most influential dancers and choreographers in the history of American modern dance. The Foundation supports two entities: the Limón Dance Company and the Limón Institute, and strives to create a work environment that emulates José Limón's humanistic approach. We work hard, laugh a lot, and support each other to move forward at an exciting pace.

The Foundation is an Equal Opportunity Employer. Employment is based upon personal capabilities and qualifications without discrimination based on race, color, religion, creed, sex, sexual orientation, national origin, age, disability, marital status, veteran status, citizenship status, or any other protected characteristic as established by law.

Summary

Reporting to the Executive Director and working closely with the Artistic Director and Associate Artistic Director, the General Manager is responsible for overseeing the operations of the Limón Dance Company (LDC). This includes season planning, production strategy, annual and project budgeting, managing LDC human resources and hiring, and both rehearsal and tour management. The position will replace our Production & Touring Manager, and there will be an eight-week part-time transition period beginning October 28, 2024, to overlap during our NYC Season. Starting January 1, 2025, this position will be full-time, exempt.

Key Responsibilities

Oversee all LDC performance and rehearsal operations and assist artistic leadership in developing program plans as they relate to operations and logistics.

Create, monitor and implement the LDC Annual Budget within the Foundation Annual Operating Budget to ensure that revenues are received and expenses stay within the approved budget.

Manage human resources for LDC including contracting as well as hiring employees, administering and managing benefits (including payroll, health & wellness stipends), workers' compensation claims, and implementing LDC policies and procedures.

Maintain familiarity with, and continuously refine, all contracted company guidelines defining schedule limitations, quality standards for travel and touring accommodations and basic work expectations in collaborations with Executive, Artistic and Company leadership.

Evaluate performance spaces in advance of performances and/or tour date(s) and proactively troubleshoot potential challenges, and provide relevant information to outside booking agents for potential tours and engagements such as schedules and estimated project budgets.

Manage the hiring and contracting process for all touring staff and outside production related vendors as well as supervise the touring technical staff.

Maintain clear production schedules and goals and lead all production-related communication with local, national and international touring presenters, technical crews and LDC artistic staff.

Responsible for all production travel arrangements for tours including but not limited to: personnel, set production, costumes, and technical instruments.

Maintain active relationships with the major studio rental locations in New York City and forecast space needs in collaboration with the associate artistic director.

Qualifications:

A successful candidate has exceptional interpersonal, consultative, organizational, and communication skills as well as strong leadership abilities to guide, train, and mentor team members. They are interested in the challenge of working in a fast paced, non profit, legacy dance organization and have the ability to take initiative, multi-task, and work graciously with diplomacy and tact. They are a self-directed leader who meets deadlines, manages multiple projects and priorities simultaneously, and can collaborate with a team. They will have a positive attitude, sense of humor, strong work ethic, and high degree of professionalism.

Required

Basic working knowledge of all technical departments, including Lighting, Sound, Video, and Wardrobe, and an ability to read and understand said departments' paperwork.

Exceptional verbal and written communication skills.

Excellent computer literacy skills (Microsoft Word, Excel, PowerPoint, Google Suite).

Strong organizational skills with proven ability to manage payroll, budgets and expenses.

Valid Passport and US Driver's License.

Physical requirements while on tour or in a theater can include: standing for long periods; repeatedly lifting, carrying, pushing, or pulling up to 50 lbs; climbing stairs and ladders; working effectively at elevations up to 20'.

Preferred

Comfortable driving standard passenger vehicles (including minivans), cargo vans, and/or box trucks.

General knowledge of union relations for both the Company Dancers (in-house CBA) and theater crews (IATSE or otherwise) in order to adhere to the practices, rules and regulations as outlined.

Proficient knowledge in theatrical software, including but not limited to ETC EOS family consoles, Qlab, and Vectworks.

Comfortable with both wide and narrow scale budgeting practices.

Fluency in a language other than English.

Compensation and Benefits

Salary \$58,500-64,350 /year commensurate with experience, education, special licensing or qualifications. \$300 /month is available for reimbursement toward a health insurance plan or qualifying wellness costs. The position is considered full-time exempt with a combination of remote and onsite work. Position will go on tour with LDC, therefore some evening and weekend work is expected, and this position is eligible for Comp Time. Employees must be fully vaccinated against COVID-19 and provide proof of that vaccination, or a medical exemption.

To apply please send a cover letter stating your salary requirements and a resume to careers@limon.nyc. Please include GENERAL MANAGER in the subject line. Applications will be accepted until the position is filled, but priority will be given to applications received by September 20.

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For more information:
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[< back](#)

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