

Wednesday, March 5, 2025

Company Manager, nora chipaumire, inc

Company: nora chipaumire, inc
Compensation: 50K

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Role: Company Manager, nora chipaumire, inc

<https://www.companychipaumire.com/>

Hours: Hours: Full-time, year round, with nights and weekends when needed.

Travel: National and international travel will be required frequently.

Location: Berlin or New York City, ideally, but other locations in the U.S. and E.U. will be considered.

Start: ASAP

Overview: nora chipaumire, inc. ("nora, inc"), a newly formed 501(c)(3), seeks a reliable, highly organized, experienced, and devoted individual to serve as its fulltime Company Manager (CM). The CM will work closely with Artistic Director nora chipaumire and nora inc's General Manager.

The CM is responsible for developing, coordinating and implementing a year-round schedule of international performances, programs, events, residencies and touring engagements. The Company Manager is responsible for the overall administration of the company's activities and is the on-the-ground point person for all of nora chipaumire's engagements.

About the Organization: The mission of nora chipaumire, inc. is to share art, pedagogy, philosophy and practice of the artist and educator nora chipaumire and her company with audiences, students and fellow artists worldwide. Originally from Zimbabwe, chipaumire is known internationally for art that challenges and embraces stereotypes of Africa and the Black performing body, critiques colonialism, and complicates traditional power dynamics. Through programs that strengthen and disseminate company chipaumire's performances, teaching, and socio-cultural interventions, nora inc. seeks to bring and teach the creation of art that challenges white supremacy and neo-colonialism and to empower future generations to re-envision and remake the world in resistance to pervasive, deep-rooted inequities.

The organization's activities comprise: 1) Providing infrastructure and support for company chipaumire's artistic practice; 2) Supporting operations of nhereraHUB in Zimbabwe. The HUB is a pioneering female-run cultural space in Harare, Zimbabwe established in 2022 that offers all creative people a safe place to explore aesthetic processes with and through the power of performing arts. nhereraHUB provides space for artist residencies and rehearsals, a sound recording and mastering studio, and an archive/library/resource center. It will offer events, workshops, residencies, dialogues, and sound-based projects year round.

Duties and Responsibilities:

Administration

- Oversee all activities related to Company Chipaumire, accompanying to each engagement
- Conducting daily check-ins with nora and GM, and communicate with/delegate to other team members as required
- Arrange meetings and update the calendar
- Work with GM to run weekly company meetings
- Issue and collect contracts and paperwork as directed by GM
- Work with GM to oversee organization of company documents
- Directly support artistic director with all travel, finance, and logistical matters

Presenting, Touring, Teaching, and Residency Support

- Provide presenters with all necessary information (dossiers, budgets, tech riders, etc) and solve any logistical issues, in concert with colleagues as needed
- Ensure that presenters and institutions abide by contracts
- Serve as main point of contact for company contractors, company members, and institutional partners for all logistical issues regarding presenting and touring
- Book all travel, lodging, and insurance for the artistic and tech team
- Apply for visas as necessary on behalf of artistic and tech team
- Coordinate with presenters to arrange ground transport, reimbursements, and per diem
- Initiate process of any related fees or reimbursements
- Serve as primary on-the-ground hospitality and artistic support for artistic director, performers, and tech/design personnel for all engagements
- Generate full itineraries as well as daily schedules for all involved in company engagements
- Organize all freight and storage for company set, tech equipment, and costumes

- Assist GM in identifying additional contractors as needed (photographer, videographer, studio assistant, interns etc) and in onboarding
- Arrange all freight and storage needs for company materials (in Berlin, NYC, Harare)

Finance

- Work with GM and bookkeeper to track and organize all financial and tax documents.
- Ensure that all online accounts and subscriptions are paid regularly, as well as storage fees

Required Qualifications:

- At least three years of direct artist support service experience, in the performing arts
- Experience organizing travel, lodging, and finances
- Exemplary organizational skills
- Excellent interpersonal skills, and a real interest in working with and supporting others
- Highly communicative, and a team player
- Nimble and flexible in approach
- Capable of problem-solving quickly
- Able to commit to unpredictable hours and frequent travel
- A commitment to decolonization through and in the arts and to supporting women artists

Preferred Qualifications

- Prior company management experience at an international touring scale
- Prior work with international artists

Competitive Salary

To apply, please send a cover letter, resume, and contact details of three references to akovgan1@gmail.com Any questions should be addressed to akovgan1@gmail.com. Applications will be reviewed on a rolling basis, so timely submissions are encouraged.

nora chipaumire, inc
n/a
<https://www.companychipaumire.com/>

For more information:
Alla Kovgan
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n/a

[< back](#)

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