

Wednesday, April 9, 2025

BodyStories: Teresa Fellion Dance is searching for a part-time Company Manager

Company: BodyStories: Teresa Fellion Dance

Location: New York, NY

Compensation: \$14.00/hr - \$20.00/hr commensurate with experience

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BodyStories: Teresa Fellion Dance is searching for a part-time Company Manager. The ideal candidate will be consistently looking forward to further the momentum and growth of the company, our performing and education programming in NYC and on tour, as well as the programming at BodyStories' Middlebrook Arts Research + Residency Center in Upstate, NY. We are looking for someone with a passion for the arts and experience in arts administration, with strong skills in writing, arts management, communications, and time management. The candidate will be highly organized and motivated, with great attention to detail. We are looking for someone who is personable, adept at research projects, and strong at delegating tasks. Flexible hours available.

Responsibilities:

Development research including but not limited to:

Grants

Choreographic opportunities

Donor relations

Manage intern and admin projects

Mentoring interns and fellows to answer questions

Design projects based on the immediate needs of the Artistic Director and the company

Assist in the initial training and ongoing professional development of interns and fellows

Collaborating with A.D., Company Associates and contractors

Oversee applications:

Maintain deadlines

Proofread all materials

Organize fundraising and performance events and manage volunteers

Organize dance education events, including summer and winter dance intensives

Pre-tour planning including but not limited to: budget, travel, logistics

Long-term project planning with Artistic Director

Additional administrative tasks including but not limited to: correspondence, contract and invoice management, expense tracking

The company manager works independently and also closely with the Artistic Director and two company associates. Additionally, BodyStories: Teresa Fellion Dance maintains prestigious internship and fellowship programs, and the Company Manager will be expected to aid in some management of interns and guiding them in learning about arts administration projects.

Requirements:

Proficient in Microsoft Office, Google Drive

Experience with Social Media and Constant Contact--experience with Adobe Suite a plus

Bachelor's degree or higher preferred

Experience in Arts Administration

Hours:

12-18 hours/week, schedule to be discussed and agreed upon together.

Salary:

\$14.00/hr - \$20.00/hr commensurate with experience

Please send a resume and cover letter to ria@bodystoriesfellion.org with the subject heading "Company Manager."

BodyStories: Teresa Fellion Dance
139 Payson Avenue, #5E
New York, NY, 10034
646 662 5128
www.bodystoriesfellion.org

For more information:
Ria Vahi & Teresa Fellion
ria@bodystoriesfellion.org
646 662 5128

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