

Tuesday, September 21, 2010

## Touring Assistant (Dance/Attractions Divisions)

To apply, please email resume, cover letter and references to Liz Harler, Managerial Associate, IMG Artists, Carnegie Hall Tower, 152 W. 57th Street, Fifth Floor, New York, NY, 10019 at [lharter@imgartists.com](mailto:lharter@imgartists.com). No phone calls please. [Share](#) | [Print](#) | [Download](#)

IMG Artists seeks a Touring Assistant for the Dance and Attractions Divisions. Established in 1984, IMG Artists is the global leader in the arts management business, with a roster including the finest in classical music, dance, special attractions and world music. The Touring Assistant will support Associates in the Dance and Attractions Divisions in successfully launching the North American tours of a wide range of world-renowned dance companies and attractions. In addition, the Touring Assistant will provide administrative support as needed in the office.

Responsibilities include:

- Act as liaison between IMG, Company/Attraction and Presenter under supervision of Associates in each division.
- Issue and execute performance contracts for the Dance and Attractions Divisions.
- Assist in preparing international visa applications for incoming tours
- Assist in making travel arrangements (air, ground, hotels, freight)
- Assist in creating tour itineraries and tour books
- Administrate/negotiate tax exemptions with foreign and domestic agencies
- Coordinate insurance requirements for artist and presenters
- Prepare, update and send publicity materials; occasionally act as liaison between Company and press in response to media inquiries
- Act as NYC based contact for daily tour support when Company/Attraction is on the road
- Frequently update Perfromania database; tour spreadsheets; calendars/itineraries
- Attend weekly meetings in advance of tour dates; maintain constant and open communication with supervisors
- Complete other administrative duties as assigned
- Coordinate and supervise interns in Dance/Attractions Divisions

Skills required are:

- Interest in and enjoyment of performing arts
- Ability to juggle priorities in a high-volume, fast-paced work environment, taking direction from three Associates and following through on multiple projects which may occur simultaneously
- Positive attitude, self-motivation and grace under pressure
- Ability to work with a variety of styles and personalities
- Excellent oral and written communication skills, including grammar and proofreading
- Excellent organizational skills, detail sensitivity, speed and accuracy
- Knowledge of and experience in performing-arts industry; a background in Dance and/or Touring is preferred
- Proficient in Microsoft Office, especially Excel

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