

Saturday, April 2, 2011

Company Manager

dance@sumacdance.org

► [Share](#) | [Print](#) | [Download](#)

Susan Marshall & Company seeks a hands-on Company Manager (CM) for strategic direction and operations management in partnership with the Artistic Director and the Susan Marshall & Company Board of Directors.

The CM will handle all day-to-day administrative functions for the company as well as plan and implement all aspects of organizational fundraising, development, marketing, touring and financial planning in partnership with the Artistic Director and the Susan Marshall & Company Board of Directors. The CM works in close cooperation with artistic staff, production/design staff, the company's booking agent, webmaster, accounting and database vendors, and legal counsel.

The successful applicant will have strong leadership, excellent verbal and written communication skills, and fundraising, marketing, and financial management experience. Candidates will work closely with Susan Marshall on the realization of her artistic vision and should have an affinity and enthusiasm for the company's work.

Key qualifications include:

- Minimum five years of senior leadership experience. Knowledge of the dance field or other related non-for-profit arts is essential.
- Experience and success in development and fundraising.
- Experience and success in financial management.
- Experience and success in theatrical production.
- Experience in managing day-to-day office operations.
- Proficiency with computers, software, relevant technologies and new media.

Compensation is competitive and will be commensurate with experience and qualifications.

Please submit a resume, a letter of application that outlines interest and qualifications, and a list of three professional references to dance@sumacdance.org. All submissions will be considered confidential. Susan Marshall & Company is an EOE.

dance@sumacdance.org

[< back](#)

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