

Wednesday, June 8, 2011

RIOULT: Operations & Special Events Manager

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RIOULT, a celebrated NYC modern dance company, seeks an energetic and enthusiastic Operations & Special Events Manager to support the staff of this ambitious growing company.

Known for his daring and imaginative explorations of classical scores, Pascal Rioult creates dances that bring a fresh perspective to timeless themes. With a budget of \$1.2 million, 10 dancers rehearsing and performing an average of 35 weeks per year, a repertory of more than 20 works, an annual New York Season, and a touring schedule throughout North America and Europe, the company is a leader in the contemporary dance world

The Operations & Special Events Manager responsibilities include:

- Answer phones, organize files, order supplies, and other office duties as needed
- Coordinate & oversee interns and volunteers
- Create CD/DVD copies for artistic directors/dancers as needed
- Maintain inventory of CD/DVD library
- Manage Database
- Assist in compiling and sending grant proposals and press kits
- Manage Petty Cash
- Keep records of financial transactions
- Facilitate fundraising, event, & marketing mailings and emails
- Assist with special event coordination
- Coordinate communication and activities among the different departments

The ideal candidate will have a broad range of skills including computer proficiency (Word, Excel), excellent phone manner, and the ability to multitask with a positive, flexible, diplomatic attitude.

This is an excellent opportunity for a recent college grad or someone interested in pursuing a career in arts administration. Some previous office experience required.

Please send your resume to Kali Crandall at kali@rioult.org and include a cover letter with your salary requirement. Application deadline: July 8, 2011.

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