

Monday, August 15, 2011

## Gallim Dance Seeks Operations Manager

Candidates are invited to send letters of interest and resume via email to [info@gallimdance.com](mailto:info@gallimdance.com)

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### GALLIM DANCE OPERATIONS MANAGER

#### THE POSITION

The Operations Manager reports to the Executive Director and works closely with the Artistic Director and all members of Gallim administration.

The specific responsibilities of the Operations Associate of Gallim Dance are:

#### Office Operations and Records

Daily update of administrative, company and web page calendars and home page. Daily response to all company mail. Keep all notes of pending tasks, conversations and minutes of meetings as an actionable task document and track progress. Maintain files and office organization, including the use of Google docs for easy accessibility. Maintain all documents (passport, driver's license, visa, SS#, contact info, frequent flyer numbers, etc) of dancers and all Gallim personnel both in paper and digital format. Schedule weekly administration meetings and monthly company meetings. Assist in the supervision of administrative interns.

#### Relationship with Managing Agent, Presenters, Venues

Develop and maintain a close and amicable relationship with dance presenters and venues. Promptly respond to inquiries from managing agent and presenters. Review, negotiate and accept contracts in collaboration with the Executive Director. Forward to managing agent and presenters marketing materials: DVD, pictures and press after each performance. Work with Artistic Director and administration to develop and update standard information package of all artistic activities.

#### Performances and engagements

Manage Project Details form for each event. Assist Executive Director in preparing budgets before, during and after event. Communicate with venue and assist with requested materials. Coordinate with PR and Marketing Director the timely production of program copy, press release, pictures videos and other requested materials. Provide Company members detailed travel and performance related information. Make all necessary travel arrangements for tours.

#### Development

Schedule and prepare documents for quarterly Board meetings. Assist in the organization of post-performance receptions and other events. Prepare End of The Year Report in collaboration with all administrative staff. Work in collaboration with Marketing and Development Associate in:

- Providing or coordinating availability of DVD's and other materials for grants and events
- Providing budget information for grant proposals and final reports
- Advising on materials for funding campaigns and events
- Supervising the grant calendar

#### Financial related tasks

Keep current insurance policies, memberships and business subscriptions. Supervise and submit payroll and payments to vendors. Together with Executive Director prepare:

- Annual Budget
- Budgets for each engagement
- Budgets for Grant proposals

#### Marketing

Work in collaboration with Marketing and Development Associate in the following:

- Production and distribution of monthly Newsletter
- Timely production of performance and event announcements
- Production of press ready Gallim brochures, photographs and DVD's
- Update and upkeep of Web page
- Coordinate the production and submission of studio video and pictures for Newsletter
- Coordinate with venues /photographers in obtaining video and pictures
- Update and upkeep of social networks (Blog, Facebook, Twitter) with media intern

#### QUALIFICATIONS

A qualified candidate will have a bachelor's degree. Previous management experience in the arts is necessary. The candidate will be self-motivated, able to multi-task, comfortable working in a team setting giving and taking direction, and want to develop a career in the arts administration. He/She will have excellent communication skills and the ability to act with diplomacy. Experience with computer (Mac) operating systems, Google applications, social media, Constant Contact and WordPress is necessary.

#### COMPENSATION

Salary commensurate with experience.

#### THE ORGANIZATION

Founded in 2006 by choreographer Andrea Miller, Gallim Dance is a New York City based contemporary dance company that performs the original work of Andrea Miller as well as teaches her developing movement language to dancers and non-dancers throughout the world. Known for its visceral movement that drives a physical dialogue between the virtuous mind and the animal body, Gallim Dance includes a team of designers and artistic collaborators as well as their award-winning ensemble of dancers hailed for their quick wit, morphing physical quality, and technical virtuosity. For more information about the company please visit <http://www.gallimdance.com/company/>

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