

FOR ARTISTS

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Company Manager with Strong Development Skills

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Jody Oberfelder Dance Projects
Company Manager with Development and Marketing Skills

Jody Oberfelder Dance Projects (JODP) is seeking a new Company Manager with strong development and organization skills. JODP is a 501(c)3 located in Manhattan that brings bold, inventive physical dance to diverse and international audiences. The company creates vivid and provocative dance and film pieces that capture both the vastness and intimacy of personal experience, tapping into the impulses and questions common to all.

As company manager you would direct a small administrative team, working closely with the artistic director on day-to-day operations, development work (grant writing, individual cultivating, creating budgets), marketing and working with our booking management. Organization skills are a must.

Skill with graphic design platforms (iMovie, Final Cut, other video editing programs, etc) Quick Books and Google Docs are not needed but encouraged.

Additional responsibilities include attending three board meetings a year, be a sounding board for the artistic director and administrative directives, and must be available for extended hours during the New York Season and other specific projects.

Paid position with at least 15 hours a week.

Please email alexandra@jodyoberfelder.com with a cover letter, resume and two references. For more information about Jody Oberfelder Dance Projects please visit www.jodyoberfelder.com

alexandra@jodyoberfelder.com

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