

Thursday, July 19, 2012

PATRICIA NOWOROL DANCE (PND) SEEKS COMPANY MANAGER

Please send cover letter, CV, reference list, and salary requirements to my assistant Casandra at: casandra@pndance.com

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PATRICIA NOWOROL DANCE (PND) is an internationally renowned contemporary dance company that is committed to the creation of unique dance theater performances. PND is currently seeking a new Company Manager.

Roles & Responsibilities (including but not limited to):

- Act as travel liaison with the Company agents
- Maintain a safe and productive work environment for performers
- Handle scheduling and calendars for Choreographer, collaborators, and associated artists
- Create and implement project and touring timelines
- Provide Administrative contracts, visas, work permits, and preliminary budgets
- Artistic Liaison for Engagements in the US & EU
- Facilitate booking opportunities for new projects & repertory of work
- Management of promotional materials (Press Kit & DVDs)
- Prepare marketing materials (photo; video; web)
- Distribute materials to presenters, partners, producers, and collaborators
- Coordinate with agents, collaborators, and external parties

Qualifications:

- Excellent writing and communication skills.
- Attention to detail, ability to meet strict deadlines, balance multiple projects, and thrive in a fast paced environment.
- Proficiency in Microsoft Word, Excel,
- Familiarity with digital media.
- Experience within the dance and performance field is preferred.

Additional Notes:

- Company Manager must be available for all NYC technical residency weeks, and production weeks including domestic and international travel as needed.
- Housing and per diem provided during contracted touring periods.
- Must be available to start by August 10, 2012.
- Salary is commensurate with experience.
- Paid position with minimum of 10 hours a week.
- Interviews will take place August 3rd-5th 2012

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