

Wednesday, August 1, 2012

## Armitage Gone! Dance- Company Manager

info@armitagegonedance.org, www.armitagegonedance.org

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### Armitage Gone! Dance- Company Manager

The Company Manager provides administrative leadership and direction. In consultation with the Artistic Director and other staff and independent contractors, this lead administrator works to develop, implement and maintain programs that support the mission and artistic vision of the Armitage Foundation and Armitage Gone! Dance. The Company Manager reports to Artistic Director, Karole Armitage.

Core responsibilities include:

1. Financial management – maintaining clearly organized records and overseeing accounts receivable/payable in cooperation with the company's part-time Fiscal Manager.
2. Fundraising – Coordination and implementation of strategies for individual and institutional fundraising, including oversight of contracted grantwriters/consultants and direct management of cultivation and benefit events.
3. Coordination and implementation of the company's marketing program, including marketing support for the NYC season, touring (in conjunction with the Booking Agent) and other AG!D and Karole Armitage projects.
4. Coordination and oversight of Board activities, including creation of reports to the Board and meeting agendas, as well as participation at all scheduled Board meetings as a member of AG!D staff.
5. Management of the organization's day-to-day activities, including recruiting and managing any additional staff (including volunteer staff/interns) needed to achieve the company's goals.
6. Oversight and cooperative work with the company's contracted professionals, including PR agents, auditors, graphic designer(s), booking agent, etc.
7. Support of the Artistic Director's programming planning, helping to create project budgets that support the company's artistic objectives within a sustainable budget.
8. Oversight of the company's annual calendar and tour planning, in close consultation with the Artistic Director and other key staff/contractors.
9. Participation in long-term strategic planning, in conjunction with the Artistic Director, Board and other key personnel.

Additional responsibilities include:

#### Tour Management

Coordinate company bookings in US and abroad, independently and with booking agent

Handle all travel logistics, including booking hotels and transportation

Create itineraries

Arrange per diem

Secure visas for dancers, musicians, and tour personnel as needed

Coordinate freight and Marley installation and transportation with Technical Director

Arrange for Certificates of Insurance for presenters and rehearsal spaces

Hire wardrobe and other technical personnel

#### Company Administration

Work closely with Artistic Director in strategic planning and budgeting for current and future projects

Create annual budgets

Create three-year plan

Create individual project budgets

Coordinate and schedule all teaching and/or outreach activities with Artistic Director

Process all comp tickets

Oversee workers' compensation with the fiscal manager

Oversee weekly payroll in conjunction with the fiscal manager

Get health insurance for visas as needed

Interact with booking agent updating them with photos, media, tech riders, etc.

Work closely with staff creating and reviewing contracts.

Oversee auditions.

Maintain google docs.

Marketing

Update social media (Facebook, Twitter)

Website maintenance

Create DVDs

Archive and distribute photos

Oversee advertising

Create programs for all tours and NYC seasons

Handle interview requests

Salary commensurate with experience. The candidate should be comfortable working alone in an independent, self-directed manner. Other key staff are part time. For hire immediately.

Office address:

Armitage Gone! Dance

c/o Mana Contemporary Arts Center

888 Newark Avenue

Jersey City, NJ 07306

(Path train to Journal Square)

[www.armitagegonedance.org](http://www.armitagegonedance.org)

Please send your resume to [info@armitagegonedance.org](mailto:info@armitagegonedance.org). If we find your skills and experience are a match, a phone interview will be set up with the current Company Manager followed by interviews with key personnel. Select candidates will conduct an in person interview with Karole Armitage on August 13, 14 or 15.

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