

Thursday, August 30, 2012

## RIOULT Dance Company Operations & Events Manager

jenny@rioult.org

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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, coordinate mailings, other office duties as needed Manage maintenance of office equipment Coordinate & oversee interns and volunteers Create CD/DVD copies for artistic directors/dancers as needed 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 Taking minutes at weekly staff meetings & quarterly Board Meetings Assist with special event coordination (rentals, volunteers, auctions, food, set up & clean up) 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 entry level position and an excellent opportunity for a recent college grad or someone interested in pursuing a career in arts administration. Previous office experience required.

Please send your resume to Jenny Thompson at [jenny@rioult.org](mailto:jenny@rioult.org) including a cover letter with your salary requirement no later than Friday September 14th, 2012.

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