Tuesday, September 4, 2012

SEEKING PROJECT MANAGER FOR AMALGAMATE DANCE COMPANY - PAID

Alana@AmalgamateDance.com

ADC seeks a Project Manager/Managing Director –
Under the Artistic Direction of Alana Marie Urda, ADC has been educating, entertaining and inspiring audiences worldwide for over 6 years! Through our Charity Project Initiative ADC customizes captivating and affecting choreography for our Partners, fundraisers, galas, educational events, workshops, commemorations, conferences, and more. We fully produce over 6 renown events in NYC each year and provide job opportunities for a handful of artists each season. Our company is growing quickly and we need more hands! www.AmalgamateDance.com

The ADC PROJECT MANAGER arranges and OVERSEES all aspects of AMALGAMATE DANCE COMPANY's Self Produced and Partner Events, Workshops, Touring and general production. The PM oversees all of ADC's Event Coordinators & Producers in a supportive role and helps facilitate the event making sure to uphold production values. The PM has administrative control over the making of our Events. The PM's job is to work directly with the Artistic Director and Development Associate to set the budget and facilitate plans to raise the money needed and see that it is wisely spent. The PM is responsible for ultimately turning a profit for the company, by being a part of the strategic planning and budgeting processes for all projects and ensuring we meet our budget, make profit, etc. The PM will research, organize and make the final call on event space and production items. The PM makes sure that the Artistic Director, and Contracted Coordinators, Collaborators & Producers stay within the budget and follows the production schedule closely. The PM must find theaters to house ADC's productions and general space needs. How closely the PM works with the Artistic Director varies in each case, PM may or may not be in various rehearsals, auditions, workshops, etc depending on production needs. PM will generally work in office until on-site production is needed – performances, event, video, photo shoots, etc. Ensures with other directors, all milestones and obligations are met. PM will assist with hiring new event staff as needed.

DESCRIPTION BREAKDOWN:
Annual Programming and Event Production:

Currently, Oversees 6 ADC's Self Produced Events (Coordinators & Producers): the Amalgamate Artist Series (AAS) – Biannual , the Guest Artist Showcase (GAS), the Summer Workshop Coordinators, the Charity Project Event & helps produce or hire for ADC's Annual Spring Gala Fundraiser. Helps produce new initiatives & future ADC events in a supportive role and helps facilitate events making sure to uphold production values.Takes the lead of behalf of ADC in producing aspects for ADC events.Oversee all project budgets with AD, DA & Board to advise & account for production/staffing needs within budgets.Researches and books ADC event spaces, reviews & manages contracts, manages ADC insurance, and ensures positive work flow with outside vendors.Liaisons with venue hired-staff to ensure that ADC event production is carried out in the most professional way. Relays information between tech and artistic staffs. Ensures communication and safety of company dancers and other ADC staff within theater spaces.Create, hire, contract and liaison for event team (tech & artistic) to produce event needs; Board Committees (ADC & PARTNER) Technical, Stage management, lighting, tech, front of house, Box Office (set them up & count Bank pre/post event), volunteer teams, etc. Manages tech schedules and deadlines.Oversee the ADC Staff Coordinators/Producers of the collection of all technical items from dancers/guest artists/teachers such as music cues (create cd and arrange on ipod), lighting, call times, projection needs, contact info, program materials and insert into proper documents.Planning ADC Tours – national / international.Oversight of ADC Staff Coordinators/Producers working with a Marketing Team, to create flier design (via JuAl), special invites, press release, audience building, advertising, etc. determining all event details, tix prices, etc above set up Brown Paper Tickets for advance tix sales.Serve as liaison between these clients, artistic staffs and production teams.Maintains the highest caliber possible of venues and production value for ADC self-produced events according to AD seasonal goals and reflects available company budgets.Video and Photo Production: Oversight on Video & Photo Documentation of Annual Calendar Events: Performances, Workshops, etc: archiving to the ADC external storage, youtube, etc.Financial: Oversight of ADC Staff Coordinators/Producers responsible for projecting, monitoring, and accounting for Event Profit turnaround along with AD, Development, & Board of Directors of company.
Ideal candidates will possess:

Exceptionally strong production & managing skillsThe ability to manage multiple projects in a fast-paced work environmentAttention to detail while maintaining speed and accuracyExperience in managing budgets as well as managing & collaborating with teamsStrong organizational & communication skills
Requirements: Minimum of 2 years of production/management experience preferred.

Start date: Immediate

Compensation: Absolutely. To be discussed pending experience in the field.

Hours: 5 hours on normal weekly basis; more or less to complete the job at 100%.
Flexible hours to work from home office, with an increase during performance, tour, and heavy production weeks as needed (i.e. in theater for tech weeks or on-set for video filming, etc).

Send cover letter and resume to:
Email: Alana@AmalgamateDance.com (please include job title in email subject line)

CLICK HERE FOR MORE INFO!

Alana@AmalgamateDance.com