

Tuesday, February 25, 2014

Company Manager - Isadora Duncan Dance Foundation

Please send a cover letter and resume as PDFs to info@isadoraduncan.org.

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Isadora Duncan Dance Foundation seeks company manager to handle the scheduling and booking of classes and rehearsals for it's resident performing group, Lori Belilove & The Isadora Duncan Dance Company, as well as the Foundation's various educational programs.
www.isadoraduncan.org

Tasks:

- Book classes and rehearsals at various studios and make multiple schedules available to dancers, students, and the public.
- Coordinate logistics with various studios, regarding room specs, payments, etc.
- Generate class rosters and attendance sheets.
- Database maintenance, phone and email correspondence with students, dancers, and the public regarding classes, performances and workshops.

Requirements:

- Fluency with Google apps including Calendar and Drive.
- Must be well versed in MS Office. (Word, Excel, Powerpoint, etc).
- Excellent phone manners and writing skills
- Must be punctual, and well organized with good time management skills and the ability to prioritize multiple tasks. Accuracy and alacrity are the name of the game at this position.

Compensation commensurate with experience and skills.

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