

Thursday, April 24, 2014

## Operations Manager, Jessica Lang Dance

Company: Jessica Lang Dance

Location: Long Island City, NY

Compensation: Salary commensurate with experience

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### Jessica Lang Dance Seeks Operations Manager

Founded in 2011, Jessica Lang Dance (JLD) is a New York City-based dance company dedicated to creating and performing the work of Jessica Lang. JLD enriches and inspires global audiences by immersing them in the beauty of movement and music. Hailed as "a master of visual composition" by Dance Magazine, Lang seamlessly incorporates striking design elements and transforms classical ballet language into artfully crafted, emotionally engaging contemporary works. JLD has thrilled audiences at major venues throughout the country including Jacob's Pillow, The Joyce Theater, New York City Center and the Winspear Opera House in Dallas where the company's performance was chosen as the best dance event of 2013. The company tours nationally each year in addition to select international engagements. Booking is handled by CAMI Spectrum. For more information on the company, visit [jessicalangdance.com](http://jessicalangdance.com).

**Job Description:** The JLD Operations Manager is responsible to assist in the overall administration of the company's activities. The Operations Manager reports to the Director of Administration and works closely with the Artistic Director and all members of JLD administration including the Interim Executive Director, PR & Social Media Manager, bookkeeper, production staff and Company members.

**Position Location:** Virtual office/work from home to start. JLD is currently seeking permanent office space in Long Island City. Once secured, this position will be on-site.

**Position Type:** Full-time, permanent

The Operations Manager's responsibilities include, but are not limited to:

#### Relationship and Performance Management

- Coordinate and manage relationships with venues and presenters in NYC and on tour.
- Make all travel arrangements for the Company, Artistic Director and Production Staff for all tours, including air and ground transportation, accommodations, per diem, etc.
- Ensure that venues receive timely information including the receipt of necessary data: current technical riders, program copy, promotional materials, etc. for performances.
- Travel with Company to ensure that the needs of the Company are met re: travel, accommodations, medical issues, outreach, local transportation, etc.
- Provide Company members with performance and travel information.

#### Administrative Duties & Office Operations

- Coordinate communication regarding performances, touring, studio/rehearsals and events.
- Maintain office files, systems, and technology operations. Troubleshoot and schedule solutions as appropriate.
- Assist in preparation for Board, Committee, and donor meetings.

#### Financial Management

- Assist in managing financial records in coordination with bookkeeper.
- Maintain current insurance policies, memberships and business subscriptions.
- Assist in preparation of annual and performance budgets and schedule of required audits, etc.

#### Qualifications:

Candidates must be proactive, ambitious, creative individuals with a passion for the arts and nonprofit administration. JLD's entrepreneurial environment offers ample opportunity for professional growth. The Operations Manager will be a key member of a fast-paced team and is expected to produce high-quality work both independently and collaboratively.

**Education:** Bachelor's Degree required.

**Experience & Skills:** Previous professional experience required, with a track record of strong organizational skills and attention to detail/deadlines. Must possess excellent oral and written communication skills, and the ability to multi-task. Candidates must be proficient in Microsoft Word & Excel, internet-based research, and Google Apps. Experience with budgets a plus.

Applicant must be able to work in the U.S.

**Compensation:** Salary commensurate with experience

**Applications and Inquiries:** For consideration, submit resume and cover letter with an optional writing sample to [info@jessicalangdance.com](mailto:info@jessicalangdance.com) with subject line "Operations Manager position." Electronic submissions only, please – no phone calls.

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