

Wednesday, September 10, 2014

Company Manager

Company: Ballet Hispanico of NY, Inc.
Location: New York, NY
Compensation: Competitive

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Position Description

The Company Manager is a full-time exempt employee of Ballet Hispanico reporting to the Artistic and Executive Directors, with full responsibility for managing the day-to-day operations of the renowned 15-member dance company under the leadership of Artistic Director Eduardo Vilaro. Ballet Hispanico tours from 10 to 15 weeks each year and self-presents two seasons in New York. The organization also commissions two to four new works each year for the company and fully integrates the company dancers in an extended program of educational activities. The company's staff includes a Rehearsal Director, Production Director and Wardrobe Supervisor. A strong team of management staff and professional consultants also supports the company's activities internally. Ballet Hispanico is an AGMA signatory; the current contract extends through July 2015.

The ideal candidate will have a comprehensive understanding of and experience with a professional touring dance company. Relevant experience will include presenter relations, union relations, financial planning and management, contract negotiations, O-1 Visa applications, and theatrical production. He/she must have the personal skills to work with artists, designers, musicians, agents, and the general public. A strong responsibility for financial management is expected. This position works closely with fellow senior staff members to ensure that the institution is fulfilling its mission and strategic goals.

Duties and Responsibilities

Personnel responsibilities:

- Manage AGMA contract compliance and relationships and serve as key team member for negotiation of AGMA agreements
- Oversee communication among all company personnel
- Negotiate agreements with guest artists and secure performance rights
- Secure performance rights for recorded music
- Prepare timely O-1 Visa applications for dancers and guest artists
- Manage dancers' injury prevention program and emergency visits
- Handle workers compensation reporting and record-keeping
- Prepare detailed weekly payroll for dancers and guest artists

Touring and performance responsibilities:

- Working closely with booking agency and Artistic Director, serve as primary company liaison with presenters
- Prepare detailed touring schedules for company
- Manage all aspects of company and visiting artists' travel and hotel arrangements
- Manage prepared program copy for all presenters and New York seasons.
- Ensure that presenter's marketing and promotional needs are fulfilled
- Handle box office relationships and company house seats
- Collect and manage tour fees and box office receipts

Organizational responsibilities:

- Prepare and manage annual company income and expense budget
- Support institution-wide activities such as the annual gala

Qualifications and Skills

- Five years of experience in professional company management with national and international touring
- Practical knowledge of all areas of dance and theater production
- Experience with box office protocol and reconciliation
- Experience in dealing with union contracts and negotiation
- Excellent interpersonal skills with a courteous and professional demeanor
- Willingness to undertake frequent travel and a work schedule that includes nights, weekends and holidays
- Strong organizational and planning skills with a capacity to multi-task
- Exceptional attention to detail
- Ability to work independently as well as within a staff team framework
- Excellent writing and verbal communication skills
- High degree of proficiency in MS Office environment, including Word and Excel
- Enjoy working in a fast-paced and collegial environment
- Knowledge of Spanish is a plus

Starting date: October 1, 2014

To Apply

Please send your resume to Fredrick Pandian, Director of Finance & Administration at atfpandian@ballethispanico.org. No phone calls, please. Ballet Hispanico provides a competitive salary and benefits package.

167 West 89th Street
New York, NY, 10024
212-362-6710
www.ballethispanico.org

Fredrick Pandian
fpandian@ballethispanico.org

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