

Tuesday, March 24, 2015

Gallim Dance CRM Project Manager

Company: Gallim Dance

Location: Brooklyn, NY

Compensation: commensurate with experience

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Job Description:

The part-time, fixed-term CRM Project Manager (12-14 week contract position, 20 hours/week) will be responsible for defining, selecting and implementing Gallim Dance's first CRM system to hold rich information such as contact information, donation history, ticket purchases, program attendance, and preferences, for thousands of entries. The candidate must have experience managing CRM projects from start to finish, be a team-player with strong communication, analytical and technical expertise, and complete the project on time and on budget without errors, with the long-view of system use for 5+ years.

Project Manager must be familiar with the specific needs of a performing arts organization and how that would apply to the system needs; prior experience in performing arts is ideal, or a fast learner who quickly identifies the nuances for dance is essential.

Job Components:

- *Works with Executive Director to define required analysis and reporting, including use cases and system needs
- *Develops recommendations specific to Gallim on a minimum of 5 possible solutions, including pricing, timelines, reporting implications and long-term sustainability
- *Upon selection with Executive Director, project manager manages relationship with system administrator/subscriber for implementation
- *Maps existing fields in Gallim's current spreadsheets/systems to fields in new system, including data cleanse and de-duping. Corrects bugs (in collaboration with a technical consultant/developer, as needed)
- *Trains staff and creates Gallim-specific Training Manual to guarantee adoption, sustainable use beyond the project period
- *Launches within 15 week period and is on-site for any remaining questions and modifications

Application & Inquiries:

For consideration, send resume and cover letter to jobs@gallimdance.com

About Gallim Dance:

Gallim Dance, a Brooklyn-based company, creates and performs original work by artistic director and founder Andrea Miller. Gallim is a highly sought-after company whose work has been acclaimed by the New York Times as "voluptuously polyglot choreography". The company performs for over 16,000 audience members annually in premier venues including BAM, New York City Center, and the Joyce Theater.

The administrative team at Gallim Dance is a high-performing group of experienced arts administrators. This entrepreneurial environment is fast-paced and perfect for a project manager who can bring creative, effective solutions in partnership with the team and wants to feel ownership over this critical implementation. Gallim has been recognized for outstanding entrepreneurship by Crain's New York Business, The New York Times, and PBS NewsHour.

Website: www.gallimdance.com

