

Sunday, June 21, 2015

## Company Manager

Company: Dances Patrelle  
Location: New York, NY

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Dances Patrelle seeks a Manager with experience working in the arts who is looking to build management credentials. Committed to timely communication and small team collaboration, this individual should be motivated, organized, have strong leadership skills, and be able to learn quickly on the job. Position begins as transitional through Nutcracker season 2015, and aims to develop into a full Manager position.

### Primary Responsibilities:

Work closely with Artistic Director/Board President/Board to realize the company's vision  
Handle all customary Administrative duties  
Be Point of Contact between the company and collaborators, venues, press, grant agencies and supporters  
Manage production staff, contractors, artists, seasonal employees, ticketing and other functional components (e.g.: hiring, contracts, scheduling, meeting preparation, accountants, insurance agents)  
Oversee Company Programming - Productions, Fundraisers etc.  
Assist Treasurer with bookkeeping and budget  
Design/Compose Promotional and Fundraising materials  
Facilitate Board with campaigns, fundraising, grant writing and marketing initiatives  
File and ensure access to documents, photos, videos, music etc.  
Maintain Website & Company Newsletter  
Preferred capability with Excel, Quickbooks, Photoshop and Patron Manager CRM or good computer skills and ability to learn quickly  
Submit regular updates to Artistic Director and/or the Board

### Application Instructions:

Qualified candidates should email a one page cover letter and one page resume with references as Word or PDF attachment to: [director@dancespatrelle.org](mailto:director@dancespatrelle.org)

No phone calls please.

Applications will be reviewed on an ongoing basis until the position is filled.

EQUAL OPPORTUNITY EMPLOYER. All qualified applicants will receive consideration without regard to race, color, national origin, marital status, religion, gender, age, disability, sexual orientation, personal appearance, family responsibilities, political affiliation, or enrollment in a college, university, technical school, or adult education.

All inquiries are kept confidential.

Dances Patrelle  
P.O. Box 286189  
New York, NY, 10128  
[dancespatrelle.org](http://dancespatrelle.org)

[< back](#)

[previous listing](#) • [next listing](#)