

Friday, December 11, 2015

Company Manager, Jessica Lang Dance

Company: Jessica Lang Dance
Location: Long Island City, NY

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Jessica Lang Dance Seeks Company 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. The company tours nationally each year in addition to select international engagements. For more information on the company, visit jessicalangdance.com.

JLD COMPANY MANAGER JOB DESCRIPTION:

The JLD Company Manager is a full-time position and is responsible for the overall administration of the company's activities and for supporting the Artistic and Executive Directors. The Company Manager works closely with the Directors and all members of JLD administration including the Administrator, Social Media Manager, production staff and Company members.

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

Relationship and Performance Management

- Assist Executive Director in managing 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, catering, etc.
- Ensure that venues receive timely information including the receipt of necessary data: current technical riders, program copy, promotional materials, etc. for performances.
- Pack company bags and travel with Company to ensure that the needs of the Company are met re: travel, accommodations, medical issues, outreach, local transportation, etc. Upon return, ensure costumes properly laundered and stored.
- Work with Executive Director to provide company members and staff with all communications regarding performance and travel information.

Administrative Duties & Office Operations

- Maintain office files, systems, and technology operations. Troubleshoot and schedule solutions as appropriate. -Procure supplies as needed.
- Assist in preparation for Board, Committee, and donor meetings.
- Assist with grant calendar, grant applications and donor mailings.
- Maintain contact list and assist with transition to database.

Director Support

- Schedule and manage weekly staff meeting with Directors and support staff.
- Help Directors make efficient use of their time by handling day-to-day administrative tasks.
- Act as the Directors' liaison with people from both inside and outside the organization. In particular, handle phone calls, emails and other requests for the Directors, corresponding on their behalf as needed.

A successful candidate will have the following qualities:

- Organized and an attention to detail
- Able to handle a diverse set of tasks and plan each day accordingly
- Strong communication and writing skills
- Proficient with Outlook, Mac computer programs, and Microsoft Office Suite
- Pleasant and professional phone and speaking manner
- Passion for dance and the arts
- Punctual
- Self-motivated
- Salary is commensurate with experience.

Applications and Inquiries: For consideration, submit resume and cover letter to info@jessicalangdance.com with subject line "Company Manager position."

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