

Thursday, July 21, 2016

Finance and Studio Manager

Company: Shen Wei Dance Arts
Location: New York, NY

► [Share](#) | [Print](#) | [Download](#)



Photographer: Shu Lai

Shen Wei Dance Arts (SWDA), an internationally renowned contemporary dance company under the direction of the Chinese-born, American choreographer and visual artist Shen Wei, seeks a Finance and Studio Manager. Since its founding in 2000, Shen Wei Dance Arts has performed in 138 cities, in 30 countries, on five continents and has appeared at prestigious festivals and venues worldwide. As Praised by The London Times for its "glorious visual imagery" and heralded by The New York Times for its "ingenious synthesis of dance, music and visual art" and "its inventive, daring movement", the Company performs regularly at the world's leading festivals and venues, from Lincoln Center Festival to the Kennedy Center, from London's Barbican to the Palais des Festivals in Cannes, France. This October the Company will premiere a new work at BAM's Next Wave Festival in the Howard Gilman Opera House.

The ideal candidate will have bookkeeping experience, possess a basic understanding of accounting, and be familiar with Quickbooks or similar software. He/She should have some experience managing, organizing, or administering a small office, studio, or similar facility. Program development and marketing experience, along with knowledge of Photoshop and MailChimp (or similar e-marketing platforms) or the ability to quickly learn such programs, is preferred. Familiarity with the NYC dance and arts community is appreciated. Knowledge of Mandarin a plus, but not necessary.

This is a multifaceted job, the qualified candidate should be extremely detail oriented, very organized, and know how to prioritize his/her work. She/He should be able to work cooperatively with other administrative staff as well as work independently and have the ability to manage interns. This position reports to the Executive Director and will liaise with the Company Manager.

Key Responsibilities:

1. Bookkeeping: receivables, payables, and payroll (via outside payroll firm)
2. Manage Studio: promote and manage studio rentals; work with artistic and executive staff to develop Company classes and studio programs; assist with management of workshops
3. Administration: manage interns; maintain office; assist with galas; touring, etc., as needed.

Shen Wei Dance Arts is an equal opportunity employer, all candidates welcome. This is a full-time position with health insurance and vacation benefits. Salary based on experience.

Please send resume and cover letter to: jobs@shenweidancearts.org

Application deadline: August 12th, 2016. Job start: 9/1/16, training TBD in August.

Shen Wei Dance Arts
165 West 86th Street 4th Floor
New York, NY, 10024
2129621113
<http://www.shenweidancearts.org/>

For more information:
Diane Rosenblatt
jobs@shenweidancearts.org
2129621113

[< back](#)

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