

Tuesday, July 12, 2016

## Performance Manager

Company: Art of Dance  
Location: Chester, NJ

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### The Art Of Dance - Performance Manager

The Art Of Dance is Northern New Jersey's premier, number 1 voted, dance studio. We are proud to have a Performing Company that is Nationally recognized and an outstanding Hip Hop Crew that have been the recipients of some of the highest honors in the dance community. The AOD Performing Company has had the opportunity to perform at Sadler's Wells in London, the Marriott Marquis on Broadway, Bryant Park, The Joyce Theatre, Times Square and the Astaire Awards in New York City, just to name a few!

#### Job Description

The Performance Manager works closely with the studio departments in the normal course of the job. This coordination is required to fulfill the performance & company's administration, financial and operational needs. The Performance Manager oversees several activities for the AOD Dance Company, Hip Hop Crew, Studio Performances and is responsible for the overall administration of the performance schedule. Tasks and duties vary throughout the year and are based on the studio's greatest needs as they occur. Duties will include bookings for competitions and events, research, booking support, parent/ teacher communications and logistics pertaining to performance travel. In addition, the Performance Manager will participate in conceiving and implementing strategies to expand performance opportunities.

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

1. Maintain administrative, teacher, and parent contacts, as appropriate;
2. Help the Studio and Company Director with all travel arrangements for the Company & Studio's performances.
3. Ensure that venues receive timely information including the receipt of necessary data for performances.
4. Follow up with contacts re: schedule of performance events, transportation, AOD Company fee's and payments.
5. If financially viable, travel with Company and/ or performance troupes to ensure that the needs of the dancers are met.
6. Develop (with Studio Director) the Company budget each year and help with costuming for all performances.
7. Maintain & distribute Company class and rehearsal schedule, monitor attendance, sick leave and dancer absence.
8. Create, maintain, update current Performance and Company information.
9. Maintain databases of photos, DVDs, and archival material.

The Performance Manager reports to the Art of Dance Studio Director. The position will also work closely and coordinate activities with the Art of Dance Studio's Manager & Front Desk Staff.

This is a Part Time position of 15-20 hours per week.

Interested applicants should submit cover letter, resume to [manager@artofdance.org](mailto:manager@artofdance.org)

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