

Thursday, September 1, 2016

## Gallim Dance seeks a full-time Company Manager

Company: Gallim Dance  
Location: Brooklyn, NY

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### GALLIM DANCE SEEKS A FULL-TIME COMPANY MANAGER - JOIN US IN OUR TENTH YEAR!

Gallim Dance, a Brooklyn-based contemporary dance 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," and whose dancers have been noted as "of the highest calibre" (Dance Europe). The company performs for over 16,000 audience members annually in premier venues worldwide including Lincoln Center, BAM, the Joyce Theater, and Chaillot in Paris.

The administrative team at Gallim Dance is a high-performing group of dedicated and experienced arts administrators. This entrepreneurial environment offers strong learning and professional development opportunities for a self-starter as a key member of a talented and fast-paced team. Gallim has been recognized for outstanding entrepreneurship by Crain's New York Business, The New York Times, and PBS NewsHour.

Employer Website: [www.gallimdance.com](http://www.gallimdance.com)

City and State of position: Brooklyn, New York

Job Title: Company Manager

Job Type: Full Time, Permanent Position

#### Job Description:

The Company Manager reports to the Executive Director and works closely with the Artistic Director and all members of Gallim administration. This is an opportunity for an individual with strong logistics and administration background, who is interested in a role that supports Company activity while also has opportunities to expand and provide strategic oversight for our Touring management and Educational programs. There are many internal-facing responsibilities, as well as opportunities to be the "face of Gallim" with external partners in relationships for touring and our government-supported community programs. The specific responsibilities of the Company Manager of Gallim Dance include:

#### Touring & Booking

Manage relationships with dance presenters and venues, with a pipeline of prospects for performances bookings, commissions, and educational residencies.

Act as the liaison between Gallim Dance and the "venue" to secure performance dates, fees, contract negotiations, and repertory selection.

Manage project details, budget and travel arrangements for each engagement including transportation logistics, lodging, and ground transportation; communicate to company

Provide the timely production of program copy, press releases, photos, & venue requests

#### Coordination of Artistic and Administrative Priorities

Coordinate correspondence between artistic and administrative staff regarding tour engagements, rehearsals, special events, education and community engagement projects, and more

Track administrative tasks across departments to ensure administrative deadlines are met

Prepare task lists and meeting itineraries for the Artistic Director to help manage priorities

#### Financial Management and HR

Maintain financial books using Quickbooks Online, including annual audit prep and payroll

Keep current insurance policies, memberships and business subscriptions, visas and report filings

Together with Executive Director, prepare Tour Budgets and Education Budgets

#### Office & Studio Operations

Maintain files and office organization, including mail, the use of Google docs and Dropbox

Coordinate facility access for artist residencies, special events, and rehearsals

Assist in preparing documents for quarterly Board meetings

Supervise administrative interns

#### Education & Community Engagement

In collaboration with Executive Director and Artistic Director, manage Gallim's ongoing education and studio programming including weekly classes, monthly workshops, intensives, open rehearsals, informal performances, community partners and artists residency program

Oversee Education and Community Programming faculty/staffing, marketing and sales

Create outbound teaching opportunities for the company and colleges/universities/performing arts high schools; Coordinate contracts with outbound teaching institutes as well as residency logistics

#### QUALIFICATIONS

Candidates should be creative individuals with energy, ambition, and a passion for the arts, who thrive in an environment of high standards where high-quality work must be consistently and accurately produced.

Education: Bachelor's Degree required.

Experience: Previous professional experience required, with a track record of strong organizational skills and attention to detail and deadlines, and excellent communications ability. Relationship or account management, with negotiations experience preferred.

Skills: Candidates must be proficient using Microsoft Word & Excel, internet-based research, and Google Apps. Facility with budgets is required. Experience with Salesforce, Wordpress, and Adobe Creative Suite is beneficial.

Teamwork: Contributes positively and productively to the team and builds trusting and supportive relationships with colleagues.

Self-starting: Initiates and sustains momentum independently and is proactive in seeking new opportunities.

#### COMPENSATION and APPLICATION

Salary commensurate with experience.

For consideration, send resume, cover letter, and writing sample to Katie Enna, Executive Director at [jobs@gallimdance.com](mailto:jobs@gallimdance.com). Gallim Dance is an Equal Opportunity Employer.

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