

Wednesday, August 8, 2018

Gallim seeks part-time Company Manager

Company: Gallim
Location: Brooklyn, NY
Compensation: Yes

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GALLIM

Gallim seeks a part-time Company Manager to join our administrative team and play a significant role in supporting Artistic Director Andrea Miller's vision through the company's return to The Joyce Theater in February 2019, upcoming tours, robust studio programming, and more. This is a part-time role at 20 hours/week.

Under the direction of Artistic Director and visionary choreographer Andrea Miller, Gallim seeks to impact broad audiences and the culturally curious with thought-provoking, uncompromising artistry. Creating and teaching out of its Brooklyn base, Gallim's international success spans the world of performing arts and cultural festivals, to collaborations in film, music, visual arts and politics. The company is highly sought after and has performed worldwide at renowned venues, including The Metropolitan Museum of Art where the Miller was named artist-in-residence in 2017/2018, the first-ever choreographer to receive this distinction, Lincoln Center, The Joyce Theater, BAM, Grec Festival de Barcelona, Theatre National de Chaillot, Les Theatres de la Ville de Luxembourg, and Theaterhaus Stuttgart. Gallim has been recognized for outstanding entrepreneurship by Crain's New York Business, The New York Times, and PBS NewsHour.

The administrative team at Gallim 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.

Employer Website: www.gallim.org

City and State of position: Brooklyn, New York

Job Title: Company Manager

Job Type: Part Time 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 company management background. The specific responsibilities of the Company Manager of Gallim include:

Performance & Tour Management

Act as a key liaison between Gallim and performance venues, including the management of engagement details, budget and travel arrangements, communication with Artistic Director, company dancers, and production staff.

Create itineraries and manage production schedule in collaboration with production staff.

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

Secure visas for dancers, musicians, and tour personnel as needed

Company Management

Manage calendar and coordinate correspondence between artistic and administrative staff regarding performance engagements, rehearsals, special events, education and community engagement projects, and more.

Prepare and disseminate, upon approval, all Gallim contracts (e.g. dancers, collaborators, etc.).

Serve as liaison between dancers and administration.

Manage dancer contract compliance and relationships.

Prepare detailed weekly payroll for dancers and guest artists.

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 Programs & Marketing Manager on supervision of administrative interns.

Studio maintenance including sweeping, mopping, and vacuuming Gallim's studio and lounge area.

Application

To apply, please send a cover letter and resumé to alwelshons@gallimdance.com with "YOUR NAME_Gallim Company Manager" as the subject line.

Criteria for acceptance are the same for everyone without regard to race, color, gender, sex, religion, sexual orientation, national or ethnic origin, age, disability, or veteran status. We appreciate your interest and look forward to receiving your materials.

Thank you for your application!

Sincerely,

The Gallim team

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For more information:
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[< back](#)

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