

Tuesday, May 21, 2019

Battery Dance Festival & NYC Performances Manager

Company: Battery Dance

Location: New York, NY

Compensation: Commensurate with experience. Health insurance and paid vacation included.

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BATTERY DANCE

Position Summary:

Battery Dance seeks an experienced and driven candidate to manage New York City's longest running public dance festival, now in its 38th year, and Battery's New York Season and other local performances in New York City.

Title: Battery Dance Festival and NYC Performances Manager

Status: Full Time Position

Location: New York, NY

Reports to: Vice President & COO

Start Date: Immediate

Responsibilities:

Battery Dance Festival

- *Manages Battery Dance Festival including production, audience, international participant travel logistics.
- *Oversees and coordinates marketing staff, graphic designer, and public relations to convey Festival brand and message via marketing materials
- *Selects curatorial panel and coordinates company selection process
- *Helps curate international companies participating in the Festival
- *Applies for artist visas (Categories P3 and O1) on behalf of international dancers and companies
- *Coordinates with participating companies and determines performance schedule
- *Hires and manages Festival interns, volunteers, and contractors
- *Cultivates current and new Festival sponsors and partners
- *Researches funding opportunities and drafts grant applications
- *Develops and tracks the Battery Dance Festival budget
- *Generates Festival narrative and financial reports for submission to funders
- *Manages and coordinates free Festival workshops

NYC Performances

- *Coordinates with presenting venue re: ticketing, marketing, and seating
- *Manages performance contractors including production team, marketing team, and guest artists who are selected by the President & Artistic Director
- *Manages and implements marketing strategy and marketing team
- *Coordinates Company rehearsal schedule
- *Researches funding sources and drafts grant applications that will support the development and performance of new dance works

Qualifications:

- *Bachelor's degree (Master's degree preferred) and at least three years of experience with public events / exhibitions
- *Familiarity with dance productions
- *Fundraising and grant writing experience
- *Budgeting experience
- *P3 and O1 visa processing experience is preferred but not required
- *Event planning/management experience
- *Marketing experience is preferred but not required

Skills:

- * Ability to prioritize and multi-task in a fast-paced environment
- * Detail-oriented and excellent organizational skills
- * Self-motivated and confident in communication skills
- * Strategic thinker
- * Curation
- * Strong writing and communication abilities
- * Team player
- * Ability to troubleshoot and develop solutions independently
- * Proficiency in Microsoft Office

To Apply: If you are interested in joining our talented team and working in a friendly and dynamic environment, please submit a cover letter (with salary expectations) and resume to natalia@batterydance.org with subject line "Battery Dance Festival and NYC Performances Manager position".

Due to the volume of responses to the advertisement for the position, we are unable to respond personally to each applicant. After we have completed our review of the applications submitted, we will contact those candidates who have been selected for interviews.

Battery Dance is an equal opportunity employer. All qualified applications will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran

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