

Tuesday, November 5, 2019

Tabula Rasa Dance Theater seeks Company Manager

Company: Tabula Rasa Dance Theater

Location: NYC, NY

Compensation: Paid. Rate to be discussed with potential candidates

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Jaqlin Medlock

Manhattan-based dance company, Tabula Rasa Dance Theater, and Artistic Director Felipe Escalante are seeking a Company Manager. Candidates must be organized and reliable with excellent proficiency in English . An appreciation and knowledge of the arts is preferred.

Responsibilities include but are not limited to:

- *communicating with the board of directors and donors
- *communicating with venues to reserve rehearsal space
- *organizing dancer schedules and availability
- *assisting company's correspondence
- *filling out invoices and tax paperwork
- *recording expenses and keeping track of receipts
- *assisting with the organization and execution of special events such as auditions and fundraisers
- *attending rehearsals when requested
- *assisting with the dancers' payroll
- *communicating with personnel at performance venues
- *assisting with submissions of grant applications
- *orchestrating outreach to potential new donors

**dancer candidates interested in performing with the company are a plus

Terms can be discussed

Tabula Rasa Dance Theater
 NYC, NY
tabularasadancetheater.com

For more information:
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