

Wednesday, November 25, 2020

Company Manager / Co-Artistic Directors' Assistant

Company: Urban Bush Women

Location: Brooklyn, NY

Compensation: Commensurate with experience

► [Share](#) | [Print](#) | [Download](#)



Job Summary

The Company Manager / Co-Artistic Directors' Assistant will be an integral member of the Urban Bush Women team whose main focus will be providing logistical and planning support for the UBW Company, as well as supporting the Co-Artistic Directors' in related tasks and events.

Functions & Responsibilities

Interfacing with Art-Making, Process, and Development

Work with Co-Artistic Directors in the creative growth and nurturing of Urban Bush Women, both on and off the stage.

Develop a capacity for understanding and articulating artistic visions of the Co-Artistic Directors

Attend all production meetings; Take notes and post-meeting follow up/reminders

Assist Director of Booking and Touring on acquiring and managing developmental residencies for new work and/or rehearsals

Company Rehearsals

Attend rehearsals regularly as schedule and workflow permits – set up by Co-Artistic Directors

Book and manage rehearsal space in New York and on the road

Communicate with studio and/or rental venues

Coordinate logistics for collaborators on tour and in the rehearsal space

Work with Financial Manager to coordinate studio or venue payment

Provide studio/rehearsal space access, opening and closing, keeping keys of rehearsal space as needed

Ensure there is sound and/or video equipment available at the space, and if not, bring/rent the needed equipment

Assist with company members' worker's compensation reporting and recordkeeping

Travel Arrangements

Travel with the Company as the main point of contact for the company and technical crew, as well as presenters

Work with Director of Booking/Touring to advance all tour engagements; book all travel and housing arrangements

Coordinate travel logistics for administrative staff when traveling for special premieres

Manage and support the process of securing visas for company members and guest artists, as needed

Develop and distribute travel itineraries in a timely manner

Arrange local transportation and pick-ups while on the road

Interface with Managing Director and Finance Manager regarding per diem

On The Road and Road Prep

Create tour or rehearsal itineraries in collaboration with Co-Artistic Directors and Director of Booking and Touring

Review and finalize residency schedule with presenter

Communicate with dancers regarding rehearsal and touring schedule, including updates and call times

Deal with hospitality, dancers' food, and medical needs on the road; give dancers an overall sense of being taken care of on the road

Interface with Technical Director to make sure things are running smoothly at the theater, and if necessary, intercede on behalf of the company during a conflict

Run rehearsal/tour related errands for the Company as needed (i.e. for props, costumes, general needs, etc.)

Pack, return, and take care of merchandise on the road – coordination of T-shirt sales, including managing the inventory and the bank

In collaboration with Co-Artistic Directors and Director of Booking and Touring, interface with presenter and represent the company and future artistic work

Work with the Director of Booking and Touring on securing music rights and licensing

Wardrobe Supervision

Being responsible for the storage, upkeep, and maintenance of costumes, both on the road and in NY

Manage Understudy on backstage and costume duties

Shop for new costumes or pieces as needed

Arrange fitting and production timelines with Costume Designer

Coordinate with local wardrobe staff at theater

Pack all costumes and transport costumes to and from theater/rehearsal as needed

Co-Artistic Director Support

Manage Co-Artistic Directors' email, calendar, and schedule. Coordinate with the UBW Admin Staff as necessary

Develop the capacity to anticipate Co-Artistic Directors' needs

Attend meetings as necessary with Co-Artistic Directors' to take notes and document, share, and manage next steps

Support and help to manage the Co-Artistic Directors' new work development budget

Field and coordinate speaking engagements, honorariums, and media inquiries

Draft emails and letters as needed

Professional Development

Actively seeks and attends professional development opportunities, including attending the Summer Leadership Institute and full-staff retreats

Other Duties

As part of a small staff, there will be other duties, as deemed necessary, to accomplish tasks that may be outside of the scope of this job description. Duties may expand during times of personnel change, when there are employee absences, and during special events.

Qualifications

Bachelor's degree or equivalent work experience

Excellent organizational, writing, and computer skills, including knowledge of Google Docs/Drive and Microsoft Office suite

Ability to meet deadlines, work on multiple projects, and interact with staff and artists at all levels; be detail-oriented

Creative, analytical, energetic team player and self-starter with a good sense of humor and a strong desire to succeed

Ability to work nights and weekends, particularly during high-volume seasons

Nonprofit experience and interest in arts, cultural or social justice organizations preferred

Compensation/Benefits

Compensation commensurate with experience. Benefits include paid time off (vacation, sick and holidays), health, dental and vision insurance.

How to apply

Interested applicants should email their cover letter, résumé and the names and contact information for three professional references.

Email applications with subject line "Company Manager - First Name Last Name" to: Zoe Walders, Operations Associate at info@urbanbushwomen.org. Please, no telephone calls.

Applications are reviewed on a rolling basis and are accepted through December 14, 2020.

About Urban Bush Women

UBW galvanizes artists, activists, audiences and communities through performances, artist development, education and community engagement. With the ground-breaking performance ensemble at its core, ongoing initiatives like the Summer Leadership Institute (SLI), BOLD (Builders, Organizers & Leaders through Dance) and the developing Choreographic Center, UBW continues to affect the overall ecology of the arts by promoting artistic legacies; projecting the voices of the under-heard and people of color; bringing attention to and addressing issues of equity in the dance field and throughout the United States; and by providing platforms and serving as a conduit for culturally and socially relevant experimental art makers.

www.urbanbushwomen.org

UBW is an equal opportunity employer

Urban Bush Women
138 S Oxford St 4B
Brooklyn, NY, 11217
(718) 398-4537
www.urbanbushwomen.org

For more information:
Zoe Walders
info@urbanbushwomen.org

[< back](#)

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