

Wednesday, June 16, 2021

HIRING - Company Manager

Company: Dance Entropy, Inc.

Location: Long Island City, NY

Compensation: Commensurate with Experience

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Company Manager

Dance Entropy Inc.

www.DanceEntropy.org

About Dance Entropy

Founded in 1998, Valerie Green/Dance Entropy (VG/DE) believes in humanizing movement, both in Ms. Green's critically acclaimed choreographic work and the company's mission to plant creative seeds in communities across the world. Intersecting mortal and transcendent, sensual and sophisticated, visceral and self-aware, VG/DE invites the artist, the audience—the human—into a compelling, physical experience. Based out of its home studio, Green Space in Queens, NY, VG/DE combines performance and specialized outreach programs to inspire communities in cultural institutions throughout the world. As a professional nonprofit dance company, the communities we engage with have included at risk youth, adolescents, trauma survivors, the disabled, senior citizens and aspiring/professional dancers.

Job Description

Dance Entropy is seeking a Company Manager to work closely with the Executive Director managing a wide variety of tasks. This includes varied aspects of the organization's administration:

- Booking, Touring, and Educational Programs Outreach
- Fund-Raising and Development activities, including attendance at special events
- Website Maintenance
- Marketing
- Studio operations assistance as needed

Qualifications

Applicants must have a strong attention to detail and excellent organizational skills. Applicant must be enthusiastic, hardworking, flexible, focused with a sharp memory, a good multi-tasker and self-motivated. Strong communication, written and interpersonal skills are essential. 8+ years prior administrative experience is required in the performing arts world. Knowledge business and the not-for-profit world are preferred. Proficiency in Word, Excel, Photoshop and/or Illustrator (or similar graphic program), Network for Good, Constant Contact, Squarespace. The ideal candidate has experience in dance but is no longer pursuing a performing career, with an interest in arts/non-profit management. A background in/understanding of dance is required for this position.

Hours

Part-time employment, 15-20 hrs/week ONSITE at our Long Island City office.

This is NOT a remote position.

Weekdays during business hours.

Pay: Commensurate with experience

*Prompt submission is strongly encouraged.

Looking to hire and train immediately

Applications will be accepted ongoing until position is filled

To Apply:

Please email cover letter, resume, and references to:

Info@DanceEntropy.org

Please include "Company Manager Position" in subject line

No phone calls please.

Dance Entropy, Inc. is an equal opportunity employer.

Dance Entropy, Inc.
37-24 24th St., Suite #212 Green Space
Long Island City, NY, 11101
7189563037
<https://www.danceentropy.org/>

For more information:
Valerie Green
Info@DanceEntropy.org
7189563037

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