

Wednesday, August 18, 2021

## Kyle Marshall Choreography seeks part-time Company Manager

Company: Kyle Marshall Choreography

Compensation: \$25 per hour (~12 hours per week) + \$1,000 for tour week (as needed and agreed upon)

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



Photo: Maria Baranova

### The position:

The Company Manager acts as a point of communications and operations of Kyle Marshall Choreography (KMC). In direct coordination with Kyle Marshall, they are the main contact for presenters and engagements; responsible for the logistical management and communication with collaborators; and key support in identifying areas of growth, strategy, and vision. The company manager will meet with Kyle weekly to prioritize tasks and will be primarily responsible for ensuring work flow, deadlines, and schedules are executed in a comprehensive, timely fashion. This position can be done remotely. However, there are times when in-person support is needed, for example; attending occasional rehearsals, meetings and performances. Intermittent domestic touring and residencies may require their in-person support (as needed and agreed upon). This position is looking to be filled ASAP with an August 30th potential start date.

KMC is planning a full year of new repertory, college engagement, high school educationals, regional and national touring through Fall 2022. Ideally, this company manager is interested in growing with KMC for at least a year in the position.

### Tasks/Responsibilities:

- Manage communications with presenters - including but not limited to APAP, live performance engagement, booking, summer festivals, momentum upkeep
- Manage contracts, timelines, and logistical communications of collaborators
- Identifying areas of opportunity in: residency, teaching, and performance
- Support in vision and strategy conversations with you and advisors
- Manage schedule, communication during rehearsals, develop itineraries
- Coordinate in-person needs during the performance and residency weeks (as needed)
- Meet one-on-one weekly to prioritize tasks

This position requires good organizational and communication skills. Experience with google drive programs and grant writing is a plus. BIPOC administrators are strongly encouraged to apply. If interested, please send a brief introductory cover letter and resume to [kylemarshallchoreography@gmail.com](mailto:kylemarshallchoreography@gmail.com) by Monday, August 23th.

### KMC history:

Kyle Marshall Choreography (KMC) sees the dancing body as a container of history, an igniter of social reform and a site of celebration. KMC has performed at venues including: The Shed, BAM Next Wave Festival, Jacob's Pillow Inside/Out, Joe's Pub, Roulette, and Actors Fund Arts Center. Commissions have included: Baryshnikov Arts Center, "Dance on the Lawn" Montclair Dance Festival, NJPAC and Harlem Stage. KMC is presently a part of the MANA Contemporary Performance Residency Program. KMC has also received residencies from The Center for Ballet and the Arts, County Prep High School, 92nd st Y and the Jamaica Performing Arts Center. Director, Kyle Marshall is a graduate of Rutgers University, a Jersey City resident and a NJ State Arts Fellow. As an educator he has taught masterclasses and creative workshops at high schools and colleges including Bloomfield College, Trenton Central High School, Montclair University and the American Dance Festival. Additionally, Kyle has received a 2018 NY Dance and Performance "Bessie" Jury Award, a 2020 Dance Magazine Harkness Promise Award and was a 2020 Bessie Honoree for the revival of his 2017 dance, Colored.

---

Kyle Marshall Choreography  
[www.kmchoreo.com](http://www.kmchoreo.com)

For more information:  
Kyle Marshall  
[kylemarshallchoreography@gmail.com](mailto:kylemarshallchoreography@gmail.com)

---

[< back](#)

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