

Thursday, September 9, 2021

Looking for a Company Manager to join our family!

Company: Dancers Unlimited

Compensation: Pay commensurate with experience.

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John Chung

About Dancers Unlimited:

Dancers Unlimited is a bi-coastal 501(c)3 company based in Brooklyn and Honolulu. DU creates authentic moveMEANT narratives for community advancement through creative collaboration, community programs and touring performances. Learn more about us [HERE](#).

Position Description:

Dancers Unlimited is seeking a p/t Company Manager for our NYC & Hawai'i performance companies. The right candidate will work directly with the Director to coordinate and manage rehearsals, performances and dance films, and community projects. The Manager will work in-person with the NYC company, and virtually with the Hawai'i dancers.

Although we are small (currently under 100K operating budget), we are expanding rapidly and are connected to all aspects of nonprofit management in NYC, Hawai'i and virtually. The right candidate should have experience in and familiarity with social justice advocacy, dance company or events management, and the day-to-day operations of a nonprofit organization and community programs.

A good portion of these tasks can be done at any time, from any location; while others require in-person meetings and traveling. The Company Manager is also expected to go on tour with the company. Tour compensation is in addition to the regular salary.

Responsibilities include, but are not limited to, the following:

- Arrange and coordinate rehearsal schedules with venues, studios, and dancers / creative staff
- Conduct research on and engage with potential presenters and community partners
- Update internal company calendar on Mighty Networks and Google Calendar
- Work closely with the Artistic Director and Choreographers to plan & execute rehearsals, performances and tours
- Assist in all public activities, including performances, workshops, open rehearsals, and community engagement projects
- Collect Covid-19 vaccination document and test results as required by venue collaborators
- Center diversity, equity, inclusion and justice in all programming and activities
- Attend monthly leadership meetings with our advisor

Qualifications

- Minimum 3 years of experience in dance company, community programs, or events management
- Knowledge of Google suite
- Ability to multitask and be a self-starter
- Clear written and oral communication abilities
- Strong interpersonal skills and attention to detail

Hours, Start Date and Duration

- The Company Manager must be available for a team meeting on Mondays 11am-noon. A firm commitment of 10 hours per week is required. The position will start ASAP. Pay commensurate with experience.

We're an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status

Dancers Unlimited
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For more information:
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