

Monday, October 25, 2021

## Company Manager

Company: A.I.M by Kyle Abraham  
Location: New York, NY  
Compensation: \$55,000-\$58,500

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Location: New York, NY

Reports to: General Manager

Status: Full-time

Salary: \$55,000 - \$58,500 commensurate with experience; comprehensive benefits package including medical, dental, vision insurance, paid-time off, paid sick leave, matching retirement plan.

Application Deadline: open until filled; applications received by November 16 will be prioritized

Ideal Start Date: December 2021 - January 2022

A.I.M by Kyle Abraham seeks a highly motivated and proactive individual to join its growing staff as Company Manager. The Company Manager is primarily responsible for all administrative and logistical matters involving Company dancers and Company touring. The Company Manager supports the company's robust touring schedule as the main point of contact on all domestic and international tours and residencies (A.I.M tours 20-25 weeks out of each calendar year); and provides additional administrative support to the company's administrative operations.

The Company Manager reports to the General Manager, and collaborates closely with the Rehearsal Director, Production Stage Manager, and Artistic personnel.

### About the Company

Founded in 2006 by award-winning choreographer Kyle Abraham, A.I.M by Kyle Abraham is a Black-led contemporary dance company that provides multifaceted performances, educational programming, and community-based workshops. The mission of A.I.M by Kyle Abraham is to create a body of dance-based work that is galvanized by Black culture and history. The work, informed by and made in conjunction with artists across a range of disciplines, entwines a sensual and provocative vocabulary with a strong emphasis on music, text, video, and visual art. While grounded in choreographer Kyle Abraham's artistic vision, A.I.M draws inspiration from a multitude of sources and movement styles. For more information, please visit [aimbykyleabraham.org](http://aimbykyleabraham.org).

A.I.M provides equal employment opportunities to all employees and applicants for employment. A.I.M prohibits discrimination and harassment based on gender, race, national origin, religion, age, sex, sexual orientation, gender identity, pregnancy, citizenship status, disability, veteran status, or marital/partnership status.

A.I.M values a diverse workplace and strongly encourages applications from ALL qualified candidates.

### Key Roles and Responsibilities:

#### *Tour Planning and Company Management*

Travels with the company on all tours, residencies, and intensives serving as main point of contact for dancers

Serves as A.I.M representative and company liaison with presenters, stakeholders, and general public while on tour

Coordinates and books company travel and prepares travel and tour itineraries for performances and residencies, confirming accurate hotel and flight logistics

Manages company google calendar ensuring tour and residencies information is up to date and accurate; and records dancer scheduling conflicts

Prepares work permit and visa applications for foreign touring

Works with venue staff to ensure all hospitality needs are met, and provide additional hospitality support for the Company as needed

Tour Budget Oversight: Manages petty cash on tour and maintains receipts/financial records for General Manager and Finance Manager, calculates and advances per diem payments for all travelers

Responds to medical emergencies and other emergencies that may arise while on tour

Assists Production Stage Manager and Rehearsal Director with co. luggage transport, and travels to storage when needed

#### *Administration and Operations*

In collaboration with Rehearsal Director, tracks full and part-time dancer hours for payroll ensuring accurate compensation

Documents audience totals and touring schedule for archival and development purposes

Sends weekly touring updates to dancers and staff

Coordinates volunteers to sell A.I.M merchandise and train them for sales on the day of each performance

Maintains up to date inventory of merchandise and handle online merchandize orders, returns, and exchanges

Provides logistical & hospitality support for NYC productions, APAP showings, fundraisers/galas, etc

Assists General Manager with obtaining music right contacts, keeping an updated database, and flagging for renewals

Other duties as the General Manager and/or Executive Director may consider necessary for the proper execution of the company's administrative work

#### *Covid-19 Compliance and Safety Planning*

Participates in the development, implementation, and updates of A.I.M's Safety Plan for rehearsal, touring, and other in-person activity

Collects tracks, and logs weekly test results and performance-day test results

Reviews daily screening surveys completed by those entering A.I.M rehearsals or managed spaces

Researches and coordinates on-tour testing; when traveling on tour serves as main logistical testing point of contact and collects results

Tracks and logs proof of vaccination cards and passports for all A.I.M employees, collaborators, and guests

Available to respond to time-sensitive COVID-19 developments on tour as needed and with the support of the internal Covid-19 Task Force

#### *Ideal Candidate:*

Experience in a performing arts organization, or relevant equivalent experience preferred

Understanding of and experience with national and international touring preferred

Superb organizational, communication and time management skills, with excellent attention to detail

Strong interpersonal skills with a positive and outgoing personality

Ability to work well in a fast paced environment while managing multiple priorities and deadline driven tasks

Ability to effectively work collaboratively within department and across organization to support Artistic activities

Able to think ahead, maintain self-driven initiative, and exercise excellent decision making skills

Flexible schedule and ability to work evenings and weekends

Valid driver's license and ability to rent a vehicle preferred.

High level of computer proficiency with knowledge of word processing, spreadsheets, databases, and graphics programs

COVID-19 vaccination or willingness to receive COVID-19 vaccination

Love of travel!

Application: To apply, please email a cover letter, resume, and at least three references to [jobs@aimbykyleabraham.org](mailto:jobs@aimbykyleabraham.org) and include "Company Manager" in the subject line.

All applications and expressed interest in this position will be handled confidentially. No phone calls please.

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