

Monday, May 2, 2022

Company Manager

Company: Calpulli Mexican Dance Company
Location: Queens, NY
Compensation: Commensurate with experience

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Job Title: Company Manager

Job Purpose: To manage internal and external communications and logistics as related to company activities and performances

Reports to: Executive Director; (secondary) Artistic Director

ORGANIZATIONAL MISSION

The Calpulli Mexican Dance Company (hereafter Calpulli) was founded in 2003 with the mission of celebrating the Mexican community through dance including live music. To this end, the organization produces performances via its international touring company, designs arts-in-education experiences for all ages, and leads community outreach activities in the northeastern USA.

POSITION SUMMARY

The Company Manager leads and is accountable for the successful delivery of performances and events by Calpulli Mexican Dance Company from an operational and logistical perspective. From surveying performers to clearly understanding the needs of the Company and capabilities of Host venues, the Company Manager's impact can be measured by the efficient communications, set-up, load in/ out, and coordination of all individuals involved having the logistical, schedule, and operational information they need to complete their work. A large portion of the Company Manager work may be completely remotely, however, the individual will also be expected to support projects in person in New York City and while the company is on tour as needed.

Duties, Values and Responsibilities:

Internal to Company

Leads the coordination of transportation, load in and out, and in-person support at events when needed and as available

Books rehearsal space at least 3-6 months in advance to ensure desired rehearsal schedule working closely with Artistic Director

Collaborates with Artistic Director, Executive Director, Managing Director, Music Director, Lighting Director, Costume Manager, Performers (Dance and Music), and other individuals as needed to proactively provide and obtain required information

Surveys Artist availability for rehearsals and performances and provides information to Artistic Director and other artistic staff as needed

Proactively seeks information, identifies issues, and communicates with artists and staff

Issues call sheets and other performance information to performers and staff in a timely manner

Continually updates and improves content on the Performer hub, our repository for performer information

Manages and updates music and video references for Company use and assures access to the company on all platforms desired

External to Customers

Assures smooth logistical operations with Hosts for Company performances and events including accommodations, travel, meals, load-in/ out,

and provides both host and Company staff information including contact persons, schedules, etc. to support successful performances

Directly communicates with event hosts for the information above

Books transportation, hotels, meals, and other aspects of tours when needed

Provides technical riders, obtains riders and technical information about the venue, and cross references the source to identify opportunities and issues

General

Updates and manages working/ planning documents related to the Company Manager role to ensure transferability and continued improvement

Updates and utilizes online tools for communication with artistic staff including

Works within established budgets and time constraints

Explores new technologies including apps and other tools for proposing to Executive Director

QUALIFICATIONS

3+ years of experience with company, production, and/ tour management

Highly organized and detailed-oriented approach to work

Ability to communicate effectively in all modes including online, by phone, and in person

Ability to effectively communicate with technical and logistical personnel to identify issues and potential gaps in requirements vs capabilities

Experience with technological tools for tour management, communications, and data management to control a large volume of information

Ability to prioritize competing priorities and triage needs

Experience with technical needs of a dance company with live music and the performing arts

Experience with theaters, performance venues, and other event locations with an understanding of varying technical capabilities for sound, lighting, flooring, and backstage areas

Experience with back and front-of-house operations at performance venues

Experience with creating itineraries, call sheets, detailed technical schedules, and other tour management documentation

COMPENSATION

A part-time salary will commensurate with experience. The role is planned to begin at 10 hours per week but may accommodate up to 20 hours per week initially.

TO APPLY

Interested individuals please email your cover letter, resume, and/ or curriculum vitae to Executive Director, Juan Castaño at info@calpullidance.org with the subject line "Company Manager." Individuals proceeding to the interview process will be requested to provide references.

NONDISCRIMINATION POLICY

It is the policy of Calpulli Mexican Dance Company, Inc. to provide equal employment opportunities in compensation and other terms and conditions of employment without discrimination based on age, race, creed, color, national origin, gender, sexual orientation, disability, marital status, veteran status, genetic predisposition, or carrier status.

Calpulli Mexican Dance Company, Inc. is committed to assuring equal employment opportunity and equal access to services, programs and activities for individuals with disabilities. It is the policy of the Calpulli Mexican Dance Company, Inc. to provide reasonable accommodation to a qualified individual with a disability to enable such individual to perform the essential functions of the position for which he/she is applying or in which he/she is employed.

The policy applies to all employment and independent contractor practices and actions. It includes, but is not limited to, recruitment, job application process, examination and testing, hiring, training, disciplinary actions, rate of pay or other compensation, advancement, classification, transfer, and promotions.

Calpulli Mexican Dance Company
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