

Friday, June 10, 2022

Company Manager

Company: Calpulli Mexican Dance Company

Location: Queens, NY

Compensation: part-time salary will commensurate with experience

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Job Title: Company Manager

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

Reports to: Executive Director; (secondary) Artistic Director

ORGANIZATIONAL OVERVIEW & MISSION The Calpulli Mexican Dance Company (hereafter Calpulli or organization) is a premiere arts organization based in New York City that tours domestically and internationally with a message of honoring and celebrating Mexican people and our stories. 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.

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

For a detailed list duties & responsibilities go to <https://calpullidance.org/jobs-%26-opportunities>

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.

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