

Wednesday, July 20, 2022

Assistant to the Artistic Director at Dorrance Dance

Company: Dorrance Dance

Location: New York, NY

Compensation: \$42,000 plus medical insurance and vacation benefits

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Location: New York, NY

Position Title: Assistant to the Artistic Director

Reports To: Artistic Director

Status: Full-time

Salary: \$42,000 plus medical insurance and vacation benefits

Start Date: ASAP, Open until Filled; Applications Received by August 8th will be Prioritized

Job Responsibilities

The Assistant to the Artistic Director's primary duties will be to manage, support, and assist Michelle Dorrance with her professional, administrative, and personal duties for Dorrance Dance ("the company") and for her individual/special projects. These duties include, but are not limited to:

- Overseeing the general care and well-being of the Artistic Director; Assisting with the coordination, management and logistical support for all personal and professional engagements
- Assisting the Artistic Director with managing and prioritizing emails, calendars, and task lists
- Scheduling appointments (including health and wellness support) and organizing travel for the Artistic Director
- Working with the company's accountant on the Artistic Director's finances and taxes
- Serving as the liaison between the Artistic Director and the company staff, guest artists, presenters, and other prominent arts community members
- Responding to press requests and scheduling interviews with the Artistic Director
- Coordinating tickets and meet and greets between the Artistic Director and presenters or major donors
- Drafting the company's social media posts and e-blasts for the Artistic Director's approval
- Managing archival programs, media, and press
- Other duties as the Artistic Director and/or General Manager may consider necessary

Job Requirements

- Knowledge of working in the performing arts, particularly dance/music, is favored
- Extreme attention to detail and thoroughness in work product; excellent verbal and written communication skills
- Strong interpersonal skills with a positive and outgoing personality
- Ability to maintain confidentiality with sensitive personal and company information

- Ability to take direction in a fast-paced, high-stakes environment; Willingness to be helpful and adjust priorities at a moment's notice
- High level of computer proficiency with knowledge of word processing and spreadsheets; Knowledge of photo/video editing software a plus
- Willingness to respond to needs outside of office hours and to work evenings and weekends
- Valid driver's license required
- COVID-19 vaccination required

Dorrance Dance is committed to being a diverse and inclusive environment and is proud to be an equal opportunity employer.

Please send a single PDF containing your cover letter and resume to tina@dorrancedance.com with the subject line "Assistant to Artistic Director".

About Dorrance Dance

Dorrance Dance is an award-winning tap dance company based in New York City. Led by Michelle Dorrance, the company supports dancers and musicians who embody and push the dynamic range that tap dance has to offer. The company's mission is to engage with audiences on a musical and emotional level, and to share the complex history and powerful legacy of this Black American art form through performance and education.

Founded in 2011 by artistic director and 2015 MacArthur Fellow Michelle Dorrance, the company has received countless accolades, rave reviews, and has performed at venues including Danspace Project, Jacob's Pillow Dance Festival, The Joyce Theater, New York City Center, Brooklyn Academy of Music, Vail Dance Festival, the Kennedy Center, Lincoln Center Out of Doors, Works and Process at the Guggenheim, Carolina Performing Arts at UNC Chapel Hill, Cal Performances at UC Berkeley, among many others, including international venues in Canada, France, Germany, Spain, England, Hong Kong, Singapore, and Russia.

www.DorranceDance.com

Facebook: facebook.com/dorrancedance

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Dorrance Dance
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www.dorrancedance.com

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