

Tuesday, May 16, 2023

Amanda Selwyn Dance Theatre - Company Manager

Company: Amanda Selwyn Dance Theatre

Location: New York, NY

Compensation: \$30/hr for part-time or FT rate \$62,000/year

► [Share](#) | [Print](#) | [Download](#)



Christopher Duggan

Amanda Selwyn Dance Theatre/Notes in Motion, a 501(c)3 modern dance company and arts education vendor of the NYC Dept. of Education, is seeking a Company Manager to develop, coordinate and implement a full schedule of performances, programs, events, residency, and touring engagements. The Company Manager will be a seasoned professional with 5 + years experience working in dance administration with experience in management and bookings. S/he will cultivate and build relationships with domestic and international universities, dance festivals, booking conferences, presenters and theaters. The ideal candidate is an excellent communicator and team player who can work independently and efficiently, inspire and manage volunteers and interns, and deliver results.

Qualifications

Bachelor's Degree in related field (Master's a plus)
 5+ years' managerial experience in dance
 Strong evidence of project and event management in a performing arts context
 Familiarity with CRM programs/Network for Good
 Working knowledge of Google suite
 Excellent written, interpersonal and verbal communication skills
 Detail-oriented, highly organized, efficient, and ability to manage timely execution of proposals
 Ability to be self-managed

To apply, please send a substantive cover letter and resume to amanda@amandaselwyndance.org

SUBJECT LINE: Company Manager

PLANNING AND MANAGEMENT OF ARTISTIC ACTIVITIES

- Ensure the successful management and production of Company activities, including rehearsals, open studio events, tours, performances, cultivation events, and galas.
- Manage all touring and residencies including overseeing contracts, booking travel, meals, accommodation, and vaccinations/safety/health protocols.
- Cultivate and build relationships with domestic and international universities, dance festivals, booking conferences, presenters, and theaters.
- Collaborate with Program/Marketing Associate and P/R Consultant to effectively market all events and productions.
- Track ticket sales and program details, photo, and video.
- Maintain the highest level of artist relations and customer service across all aspects of Amanda Selwyn Dance Theatre/Notes in Motion.
- Maintain vimeo archive and social media accounts.

ADMINISTRATION AND MANAGEMENT

- Maintain the highest level of both internal and external communications. Engage board members in ongoing programming and foster relationships with board, artists, volunteers, and staff.

Serve as the point of contact on matters such as scheduling and event timelines, rehearsal and performance space bookings, tour itineraries, payroll and benefits issues, attendance, sick leave, and vacation records.

- Oversee and track all Amanda Selwyn Dance Theatre internal and external contracts.
- Create, submit, and track all budget expenses for Amanda Selwyn Dance Theatre production related activity.
- Work with Production Stage Manager and Design Team to schedule timeline for design meetings and deadlines, fabrication/construction, storage, coordinating any rentals, load-in, and strike.

- Ensure the maintenance and upkeep of all Amanda Selwyn Dance Theatre costumes, properties, and equipment.
- Assist with special rehearsal needs.
- Other tasks as needed.

Compensation \$30/hr | 20-30 hours/week (possibility of full-time)

Amanda Selwyn Dance Theatre
77 Bleecker Street #318
New York, NY, 10012
(212) 995-9446
<https://amandaselwyndance.org>

For more information:
Amanda Selwyn
amanda@amandaselwyndance.org
(212) 995-9446

[< back](#)

[< previous listing](#) • [next listing](#)