

Tuesday, May 30, 2023

## COMPANY MANAGER Position for Valerie Green/Dance Entropy

Company: Dance Entropy/Green Space

Location: Queens, NY

Compensation: \$30/hr and/or Commensurate with experience

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Dance Entropy, Inc. is seeking a dynamic Company Manager to join our team and organization for our upcoming season with the possibility of long-term employment and growth opportunities.

### About Dance Entropy

Founded in 1998, Valerie Green/Dance Entropy (VG/DE) believes in humanizing movement, both in Ms. Green's critically acclaimed choreographic work and the company's mission to plant creative seeds in communities across the world. Intersecting mortal and transcendent, sensual and sophisticated, visceral and self-aware, VG/DE invites the artist, the audience—the human—into a compelling, physical experience. Based out of its home studio, Green Space in Queens, NY, VG/DE combines performance and specialized outreach programs to inspire communities in cultural institutions throughout the world. As a professional nonprofit dance company, the communities we engage with have included at risk youth, adolescents, trauma survivors, the differently abled, older adults and aspiring/professional dancers.

Visit us at [www.DanceEntropy.org](http://www.DanceEntropy.org) and [www.GreenSpaceStudio.org](http://www.GreenSpaceStudio.org)

### Job Description

Dance Entropy is seeking a Company Manager to work closely with the Executive Director and Programs Manager. This includes varied aspects of the organization's administration while prioritizing the following.

Company Booking & Touring

Educational Programs Outreach

Fund-Raising and Development activities

Marketing Strategies

### Desired Skills & Qualifications

Strong attention to detail and excellent organizational skills.

Enthusiastic, hardworking, and focused with a sharp memory

Flexible, and comfortable with multi-tasking

Self-motivated and self-activated

Strong communication, written and interpersonal skills

8 + years' Experience working in Performing Arts Events Production and Management

Knowledge of business and the not-for-profit dance world

Strong project management skills

Leadership & Professionalism

Negotiation and Closing Skills

Decision-making & problem-solving skills

Proficiency in Word, Excel, Photoshop and/or Illustrator (or similar graphic program), Network for Good, Constant Contact, Squarespace.

The ideal candidate has experience in dance but is no longer pursuing a performing career, with an interest in arts/non-profit management.

Dance Entropy, Inc. values a diverse workforce and an inclusive culture. The organization encourages applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, disability, and veteran status.

Hours:

Part-time employment, 15-20 hrs/week ONSITE at our Long Island City office.

This is NOT a remote position.

Weekdays during business hours. (plus, some Special events/Performances)

Pay: \$30hr. and/or Commensurate with experience

\*Prompt submission is strongly encouraged.

Looking to hire and train immediately

Applications will be accepted ongoing until position is filled

To Apply:

Please email cover letter, resume, and references to:

Programs@GreenSpaceStudio.org

Please include "Company Manager Position" in subject line

No phone calls please.

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Dance Entropy/Green Space  
3724 24th St Suit 212  
Queens, NY, 11101  
7189563037  
[danceentropy.org](http://danceentropy.org) and [greenspacestudio.org](http://greenspacestudio.org)

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For more information:  
Valerie Green  
[programs@greenspacestudio.org](mailto:programs@greenspacestudio.org)  
7189563037

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