

Monday, June 26, 2023

Company Manager/Office Assistant

Company: Carolyn Dorfman Dance

Location: Union, NJ

Compensation: \$38,000-41,500 annually, plus benefits

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Company Manager/Office Assistant

Position: Full-time, 40 hours/week. Able to flexible with time, can be negotiated (office is open from 9:30 am – 5:30 pm)

Location: Hybrid; Office is in Union, NJ

Salary Range: \$38,000-41,500 annually, plus benefits. Commensurate with experience and degree

Position Available: Immediately. Application will remain open until position is filled.

Job Description

The Company manager reports directly to the Artistic and Associate Directors, but is supervised by the Executive Director when in the office. Majority of responsibilities support the artistic, performance, education and touring work of the dance company. Serves as the liaison between the office, dancers, guest artists and production staff.

Tour and Residency Management - Prepares and manages tour calendar and residency schedule, itineraries; arranges all travel, transportation, lodging and other paperwork for local, national, and international travel. Books rehearsal space, seek best rates and location. Prepare contracts for guest artists, production staff and ensure that they are compensated in a timely manner. Prepares budgets for proposals, invoices for residencies and must keep track of when payments should be received. Pursues music licensing rights as needed. Travels with the company on tour. Serves as the Assistant Stage Manager during educational residencies.

Personnel Administration - Provides new employees with personnel paperwork; prepares annual contracts for dancers; coordinates bimonthly payroll for dancers, field issues; keeps track of company expenses and getting approval for reimbursements; file worker's compensation claims and perform all follow-up work. Updates dancer and staff personnel handbook annually. Expected to attend company rehearsals throughout the month and completes office work on a laptop. Coordinates summer intern program and NJ Summerdance. Assists in promotion, management of auditions and all associated follow-up activities. Serves as the ADA (Americans for Disability Act) Coordinator.

Production Support - Helps choreographer, the Stage, Production/Lighting Manager, and front of house support for all performances with emphasis on opening and closing night functions. On major shows, may serve as the Assistant Stage Manager. Main duties include picking up or dropping off production items from storage to performance location. With Production staff, return rental vans; then supplies/props/lights to the office and/or storage. Generally, first person at a venue and last person to leave with production staff.

Office Administration - Provides broad support to the Executive Director when in the office. Communicates tour schedule with the board, donors, funders. Keep office staff up to date on tour activities. When needed, support work for grant submittals and marketing promotions. Update capacity sheet due to State Arts Council annually. Assists in completing production action items for staff minutes. Works with financial administrator on expenses of the dancers or productions. Initial point of contact for technical issues in the office.

Qualifications - Requires at least a BA/BS in dance/theater with a background in business or organizational management. Dance or Theater Company management experience is highly preferred with a minimum of two years' experience in the arts field. Stage management experience desired. Ability to work flexible hours, especially during performance and residency tours. Strongly prefer a New Jersey resident. A valid driver's license and a car is required. Strong verbal and written communication skills, ability to multitask, and work with different personalities. Must be comfortable working in a highly collaborative, yet sometime, unstructured environment. Skilled in using Microsoft Office program (Excel, Word, Powerpoint), proficient using the MAC. Must be able to lift light props, boxes, items for the stage and the front of house.

Knowledge and Familiarity

Familiarity with using Google Docs. Ability to run Q-lab (for sound cues) from company laptop. Measure and spike stage. Lay marley floor and set up projector when needed.

All CDD employees must maintain up to date COVID-19 vaccination.

Carolyn Dorfman Dance is committed to creating a diverse and inclusive environment and is proud to be an equal opportunity employer. Applicants from populations underrepresented in the performing arts field are strongly encouraged to apply. All qualified applications will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, familial status, sexual orientation, national origin, ability, age, or veteran status.

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