

Thursday, February 22, 2024

Company Coordinator (Part-time)

Company: Peridance Contemporary Dance Company

Location: New York, NY

Compensation: \$19-21/hr

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PERIDANCE CONTEMPORARY DANCE COMPANY

About Peridance Contemporary Dance Company:

Peridance Contemporary Dance Company (PCDC), founded in 1983 by renowned choreographer, Igal Perry, is a part-time repertory company with unwavering commitment to creative collaboration and sustainable social engagement. PCDC works nationally and internationally to amplify both emerging and established artistic voices and to create visionary performance based in care, vigor, and innovation. Guided by core values of Support for Artists, Access to Dance for All, and Community Engagement, PCDC is dedicated to expansive public programming, educational partnerships, and inclusive and equitable processes for all collaborating dancers, choreographers, composers, musicians, and designers.

Position Overview:

As the Company embarks on a new chapter of growth over the next several years, we seek to hire a part-time Company Coordinator to join its administrative team. The Coordinator will work under the direction of the Artistic/Executive Director and Development Manager, and will fulfill the following duties and responsibilities:

- Coordinate and manage season schedule (rehearsals, auditions, techs, performances) for all parties including Artistic Director, guest choreographers/artists, company dancers
- Serve as liaison between company dancers and administrative staff
- Manage all contracts and contract fulfillment for dancers and guest artists
- Participate in artistic planning meetings and program development
- Assist Development and Marketing staff on company timeline and communication needs
- Complete programming outreach for additional performance and educational opportunities including to Universities, National and International theaters
- Organize DanceBreak and other dance-in-education outreach program
- Answer public-facing emails and queries
- Other duties, assigned and communicated as needed.

A successful candidate will:

- Have excellent written/verbal communication and interpersonal skills
- Thrive in an intimate, fast-paced, collaborative team environment
- Be able to manage multiple projects and timelines simultaneously while paying special attention to detail
- Be knowledgeable about and invested in the dance field

Qualifications Include:

- Two-four years of experience in nonprofit administration (preferably in dance or performing arts)
- Bachelor's Degree or Equivalent Experience
- Softwares Used: Google Suite, Asana, NeonCRM

Position Details:

- Part-time, 15-20 hours per week
- \$19-21/hr commensurate with experience
- Based in NYC

Application Instructions:

For consideration, please submit a 1-page resume (with references) and cover letter in one pdf file entitled "FirstName LastName" to miranda@peridance.com. Please use the subject line "Company Coordinator." Applications due by Friday, March 15th. We will conduct interviews through early April, train the selected candidate late April to the end of May, and full responsibilities will start June 2024.

Peridance Contemporary Dance Company is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, mental, or physical disability, age, sexual orientation, gender identity, national origin, familial status, veteran status, or genetic information.

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