

Monday, April 29, 2024

NYC-based Dance Video Company Seeks Full-Time Sales & Operations Manager

Company: Nel Shelby Productions

Location: New York, NY

Compensation: \$65,000+ based on experience

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photo of Nel Shelby by Christopher Duggan

We're looking for a Sales & Operations Manager to join the Nel Shelby Productions team.

Nel Shelby Productions is deeply dedicated to the preservation and promotion of dance. We offer high-quality documentation of live performances, filmed with the best equipment, by a team of trained dancers who just get it. We produce livestreams to help expand our clients' audiences on digital platforms. And we make fully edited dance marketing videos, full-length documentaries and dance films, flexing our creative muscles to expose more people to art we love.

You'll be joining a team of local and remote administrators, editors, videographers, producers and collaborators who work closely together to create quality video with the utmost care and give our clients stellar customer service and value.

This is a full-time salaried position. The role is hybrid and requires you to be able to commute to and work in-person from the Nel Shelby Productions office in Midtown Manhattan at least 3 days/week.

Responsibilities include:

Overseeing the inquiry/opportunity to sales pipeline and project booking process.

- Filtering inquiries and qualifying leads.
- Creating agendas for and participating in sales calls with Nel Shelby.
- Drafting and executing contracts including proposed budgets for each project.
- Setting up invoicing and collecting payments on schedule.

Translating new projects from the contract to operational phases.

- Creating project overviews to disseminate details to the team.
- Building out scopes specific to each project in Asana.
- Assigning a Project Manager and booking production team for each job.

Managing part time Project Managers, Studio Manager, and Interns

- Acting as their direct supervisor, assigning their projects, answering their questions, guiding them through workload prioritization, offering feedback, and monitoring performance.
- Holding standing weekly project management meetings

Works with NSP Insurance Broker, Bookkeeper and Accountant to keep all insurance up to date and compliant with NYS requirements. Requests COIs for individual projects as needed.

Offering thought partnership in business strategy and high level support to the CEO, including insight and ideas regarding sales, systems, and team management.

The ideal candidate:

- Has at least 10 years experience in related/relevant jobs.
- Is interested in looking to the future through goal setting, strategizing, and taking initiative to implement or improve systems that will operationalize those goals.
- Is a proactive problem solver and eager to propose creative solutions.
- Has a level of comfort with speaking up, taking an active role in meetings, and being a lead point of contact.
- Is not intimidated by sales or financial conversations.

- Is a people person and has a knack for winning over others.
- Has a willingness to learn foundational video production concepts and terminology.
- Shares the common key attributes of NSP employees: patience, empathy, wit, big thinker, detail oriented, collaborator, team player, fun, confidence and a sense of humor.

Bonus: Feels at home in the dance and arts world and has worked in video production.

How to Apply:

Send your resume to hayden@nelshelby.com with the subject line: Sales & Operations Manager Application.

Within the body of your email, please share:

1. Which of your strengths make you a great fit for this role.
2. What excites you about leading business operations and being a thought partner to a CEO.
3. How this role aligns with your career goals.
4. Why you want to work with NSP, and what you know about Nel and the company.

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