

Thursday, July 18, 2024

## Company Manager

Company: STREB, Inc.  
Location: Brooklyn, NY  
Compensation: \$67,800-69,500

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Job Title: Company Manager, STREB Inc.

Date: July 2024

Classification: Full Time, Exempt

### POSITION SUMMARY

The COMPANY MANAGER is responsible for overseeing the successful administration and management of the STREB Extreme Action Company, ensuring the STREB Extreme Action Company's organizational effectiveness, impact and reach. Reporting to the Interim Executive Director, and working closely with the Co-Artistic Directors, Technical Director and Booking Agents, the Company Manager manages the day-to-day administration and logistics of STREB EXTREME ACTION, and all operations therein, including assisting the Co-Artistic Directors, serving as a liaison between dancers and management, managing rehearsal, tour and home season operations and logistics, monitoring artistic budgets, and managing Company marketing, PR and profiling.

### KEY RESPONSIBILITIES

Facilitate the day-to-day administrative operations of STREB Extreme Action Company's rehearsals including disseminating international communications, keeping the institutional and company calendars, med kit orders, bodywork tracking, etc;

Manage dancer and instructor payroll and budget and credit card monitoring and reconciliation.

Manage company rehearsal day to day tasks;

Negotiate contracts (dancer & presenter);

Tour management: creation of itineraries; booking of travel and accommodations, management of per diems etc;

Travel with and manage the company during tours;

Manage Box Office for all events;

Support the Co-Artistic Directors with scheduling of internal and external meetings, assist with any meeting or presentation preparations, and any other needs as may arise and act as a liaison between the Co-Artistic Directors and STREB's other departments and management;

Assist and liaise between each department to guarantee STREB Extreme Action company deadlines are met and ensure the success of individual projects;

Assist marketing team to ensure that marketing materials for upcoming engagements, including descriptions, program and crediting information, biographies, and other related materials are accurate, proofed, and approved by all appropriate parties;

Attend to front desk day-to-day administrative needs for the company including scheduling, phone/email inquiries, welcoming guests;

Perform other related duties as directed.

### EXPERIENCE, SKILLS & QUALIFICATIONS

At least 5+ years demonstrated successful management, program and business development experience in a demanding, high-productivity environment;

Familiarity with performing arts institutions and their infrastructure;

Knowledge and implementation of personnel best practices, including using data to make informed decisions;

Outstanding interpersonal and communication skills with the ability to share STREB's mission, vision and purpose to a wide range of stakeholders and constituencies;

Ability to work in a fast-paced environment, supporting the Co-Artistic Directors and Interim Executive Director in leading day-to-day operations;

Proven leadership skills and demonstrated professional innovation.

#### COMPENSATION

The salary range is \$67,800-69,500

#### HOW TO APPLY

Please submit a cover letter and resume to Shannon Reynolds, [Shannon@streb.org](mailto:Shannon@streb.org). Position open until filled. No phone calls please.

#### ABOUT STREB

Founded by Elizabeth Streb in 1979, STREB has performed in theaters large and small, on the streets and in sports stadiums, and has been commissioned to create new work for large scale events and festivals from the Whitney Museum of American Art's groundbreaking to the London 2012 Olympic Festival. In January 2003, STREB moved into a vacant facility in Williamsburg Brooklyn and transformed the space into the STREB LAB FOR ACTION MECHANICS (SLAM) which now serves as the home for the STREB EXTREME ACTION performing company, the STREB POPACTION School and the España/STREB Trapeze Academy. As a performance and presenting venue and an open access education and rehearsal space, SLAM creates community through interaction and experimentation serving approximately 10,000 people annually - 5,000 audience members at nearly 40 shows; 800 students weekly at approximately 60 weekly classes; 3,000 city school children and community organization constituents; 200 artists who rent SLAM to create and present work, teach and take class; 600 tweens and teens who attend monthly SLAM ACTION CLUBS; and 250 children who attend SLAM summer camps. STREB is a 501(C)3 and operates on an annual budget of approximately \$2M, which fluctuates depending on strategic initiatives.

More information can be found at [www.streb.org](http://www.streb.org).

STREB is committed to diversity at all levels: on our stage, in our audience, on our staff and within our leadership. STREB provides equal employment opportunities to all employees and applicants for employment. STREB prohibits discrimination and harassment based on race, color, religion, age, sex and pregnancy, citizenship status, national origin, disability, protected veteran status, sexual orientation, gender identity, or marital/partnership status.

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STREB, Inc.  
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718-384-6491  
<http://www.streb.org>

For more information:  
Shannon Reynolds  
[Shannon@streb.org](mailto:Shannon@streb.org)

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