

Thursday, October 17, 2024

Development and Producing Coordinator

Company: Peridance Contemporary Dance Company
Location: NY, NY
Compensation: \$30/hour

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Development and Producing Coordinator – Peridance Contemporary Dance Company

Peridance Contemporary Dance Company is seeking a highly motivated Development and Producing Coordinator for immediate hire. Founded in 1983 by Artistic Director Igal Perry, Peridance Contemporary Dance Company is a vibrant repertory company based at Peridance Center in New York City. The company performs regularly in New York and tours both domestically and internationally, bringing innovative, dynamic work to audiences around the world.

Job Responsibilities:

The Development and Producing Coordinator will work closely with the Artistic Director, Company Manager, and other team members to support the operations, production, and strategic growth of the company. The role requires strong organizational, communication, and leadership skills, along with a passion for arts administration and dance. Responsibilities include but are not limited to:

Marketing and Promotion:

Oversee development of creative marketing and advertising strategies in collaboration with the Media and Marketing Manager.

Foster relationships with press and media outlets to generate publicity for performances and tours.

Fundraising and Development:

Oversee all aspects of Development and Fundraising planning, strategy, and execution

Manage Individual Giving and Major Gifts programs

Write and manage government and foundation grants

Work with the Board's Financial Committee on annual development plans for long-term growth, budgetary strategy, and engage the entire board in fundraising efforts.

Plan fundraising events alongside admin team including annual Benefit Dinners/Galas

Cultivate donor relationships through public outreach, segmented communications, and individual conversation

Database and contact management

Tour Management and Logistics:

Oversee the Company Manager to coordinate logistics for domestic and international tours, including booking venues, arranging travel, and managing accommodations.

Liaise with presenters and venue managers to ensure smooth operations on tour.

Oversee tour budgets and contracts, ensuring all aspects align with company standards and resources.

Production Coordination:

Oversee the Company Manager with creation of production schedules for performances and events.

Ensure seamless communication between the artistic and production teams.

Administrative Support:

Assist with company budgeting and financial planning alongside the Company Manager.

Contribute to long-term strategic planning to enhance the company's impact and sustainability.

Position Details:

Full-time position

40 hours per week

Compensation: \$30 per hour

Qualifications:

A minimum of 3 years of experience in arts administration, producing, or a related field.

Strong organizational skills with the ability to manage multiple projects and deadlines.

Excellent written and verbal communication skills.

Experience in grant writing, budgeting, and fundraising.

Familiarity with tour management and production logistics is highly desirable.

Collaborative, team-oriented mindset, with the ability to work effectively under pressure.

A passion for dance and the performing arts is a plus.

How to Apply:

If you are excited about the opportunity to support and grow Peridance Contemporary Dance Company, please submit your resume and cover letter detailing your experience and interest in the position to nikki@peridance.com. Applications will be reviewed on a rolling basis until the position is filled.

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For more information:
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