

Monday, July 28, 2025

## Join the Team at Ariel Rivka Dance – We're hiring a Company Manager!

Company: Ariel Rivka Dance  
Location: Jersey City, NJ  
Compensation: \$25 per hour

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Ariel Rivka Dance (ARD) is an all-female contemporary dance company based in New Jersey led by Artistic Director Ariel Grossman that creates a space for open-hearted movement collaborations rooted in women's experiences. With live performances, global touring, and workshops for all ages, the company transcends the stage by exploring individual stories that connect to the broader community. Through movement, ARD creates a community of vulnerability and acceptance, providing opportunities for hope and connection.

We're seeking an enthusiastic and detail-oriented person to join our small team as Company Manager. If you thrive in both creative and administrative environments, and love contemporary dance, we want to meet you!

Position: Company Manager

Location: Hybrid (NYC-area required)

Compensation: \$25 per hour

Hours: Part-Time, hours vary depending on operations and performance schedule. Average commitment of 25 hours per week.

Start Date: Soon

About the Role:

The Company Manager will work closely with Artistic Director Ariel Grossman and the Board to manage the day-to-day operations of the company. This role is ideal for someone with strong organizational skills, a collaborative spirit, and a passion for the performing arts.

Key Responsibilities:

Operations

- Manage the ARD email account and triage incoming communications
- Maintain the organization's 501(c)(3) status and compliance
- Negotiate, draft, and secure contracts as needed
- Schedule, prepare for, and support quarterly Board meetings
- Coordinate logistics for company travel and touring
- Organize and communicate details for educational classes and workshops

Event Support (Performances, Fundraisers, Community Events)

- Coordinate event logistics, venue agreements, and partner relationships
- Manage vendor communications and deliverables
- Oversee costumes: organize, transport, and maintain during tours and performances
- Distribute and manage marketing materials and signage

Finance Support

- Maintain accurate records of transactions and budget tracking

Regularly liaise with Bookkeeper, Accountant, and Board Treasurer

Development

Assist in writing and editing grant proposals and reports  
Support annual fundraising campaigns and donor appeals  
Help cultivate and steward donor relationships

Ideal Qualifications:

2 or more year's administrative and/or supervisory experience in arts, nonprofit or a related field  
Written and verbal communication skills  
Organizational and project management abilities  
Basic familiarity with QuickBooks and standard office apps  
Commitment to working in a supportive, inclusive, respectful workplace

To Apply:

Please email your resume, a brief cover letter, and two references to [dgcrowell@gmail.com](mailto:dgcrowell@gmail.com) with the subject line: Company Manager Application – [Your Name]. Applications will be reviewed on a rolling basis until the position is filled.

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