

Wednesday, January 14, 2026

BalletCollective - Full Time Artistic Operations Manager

Company: BalletCollective

Location: New York, NY

Compensation: Salary range: \$65,000-\$70,000

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BALLET COLLECTIVE

FULL TIME ARTISTIC OPERATIONS MANAGER

Position Summary

The Artistic Operations Manager is a full-time staff position responsible for the day-to-day execution and coordination of BalletCollective's artistic programming, productions, events, communications, and earned-revenue operations. Working in close collaboration with the Artistic Director and the part-time Development & Marketing Coordinator, this role is central to the functioning of BalletCollective, particularly during production-heavy periods.

The Artistic Operations Manager will:

- Ensure that artistic priorities, fundraising initiatives, and public-facing activities are translated into clear plans, reliable execution, and high-quality experiences for artists, audiences, patrons, and partners.
- Lead the coordination and execution of remote and on-the-ground, logistics, timelines, and systems for all productions and events.
- Provide calm, detail-oriented leadership across multiple workstreams in a small, fast-paced organization.
- Serve as a primary point of contact for artists, collaborators, and vendors.

This position is highly operational and execution-focused and is best suited for someone with strong organizational skills, attention to detail, transparency, an ability to maintain calm under pressure, and comfort managing multiple workstreams simultaneously in a small, fast-paced arts organization.

This is a hybrid position which includes a mix of asynchronous, remote execution, regular in-person collaboration, and significant on-site presence during residencies, performances, rentals, and events.

The Artistic Operations Manager will report directly to the Artistic Director.

Location, Timing, and Compensation

Start date: As soon as possible (no later than March 1)

Location: Hybrid - availability for frequent in-person work in NYC

Salary range: \$65,000-\$70,000

TO APPLY

Please submit a résumé and one page cover letter expressing your interest via[this](#) form. Contact jobs@balletcollective.com with any questions. *If you previously emailed your application to jobs@balletcollective.com, it has been received.*

In your cover letter, please address the following questions:

- What drives your passion for the arts?
- How have you handled ambiguity or conflicting priorities in previous jobs?
- Why are you drawn to work at BalletCollective?

About BalletCollective

BalletCollective is an inventive producing organization founded in 2011 by choreographer and director Troy Schumacher, built around the belief that how work is made determines what it can become. Rather than operating as a repertory company, BalletCollective exclusively commissions and presents original work created through sustained, process-driven collaboration between choreographers, composers, and Source Artists from outside dance. Centering time, trust, and inquiry, the organization takes on projects often too complex or unconventional for traditional institutions, resulting in ambitious full-length works and immersive performance environments, including *The Nutcracker at Wethersfield* and *The Woods*. To date, BalletCollective has collaborated with more than 340 artists across disciplines and presented over 25 original works at institutions and festivals including the Metropolitan Museum of Art, Pioneer Works, and the Cathedral of St. John the Divine, with work featured in *The New York Times*, *The New Yorker*, *New York Magazine*, *The Wall Street Journal*, *Vogue*, *Dance Magazine*, and others. For more information visit balletcollective.com.

Detailed Responsibilities

Artistic Operations & Support to the Artistic Director

- Serve as the primary day-to-day operations and coordination partner to the Founder and Artistic Director.
- Translate artistic priorities, programming, and institutional plans into detailed timelines, task lists, and execution plans.
- Track deadlines, deliverables, and interdependencies across productions, events, rentals, and communications.
- Support scheduling, preparation, documentation, and follow-up for artistic, administrative, and organizational priorities.
- Maintain clarity and momentum during high-volume and high-pressure periods.

Production Coordination & Artist Services

- Manage contracting for all artists, collaborators, performers, technicians, and vendors.
- Source, contract, and schedule additional labor and performers required for productions, events, tours, and special projects in consultation with the Artistic Director.
- Manage rehearsal, performance, tour, and event space sourcing, booking, contracting, scheduling, and payment.
- Create and maintain production documentation, including calendars, schedules, run-of-show materials, and contact sheets.
- Manage and coordinate on-site needs, including staffing and scheduling during productions and residencies, including load-ins and load-outs.
- Serve as a primary point of contact for artists and presenters during negotiations, residencies and performance periods.
- Support touring and presenting outreach, including maintaining a contact list, tracking conversations, and coordinating follow-up in collaboration with the Artistic Director.
- Coordinate artist hospitality during residencies and events, including planning food needs and grocery shopping or ordering meals, snacks, coordinating with hosts, and catering for both on and off-site meals.
- Provide on-site coordination and logistics support during all productions
- Draft and distribute daily calls and production communications during rehearsal and performance periods.
- Coordinate and submit payroll and payment documentation for vendors and contractors and process payments.

Financial Operations & Bookkeeping

- Maintain BalletCollective's day-to-day financial records using QuickBooks, including logging income, expenses, payroll-related transactions, and reimbursements, and ensuring timely and accurate entry of all financial transactions related to productions, events, rentals, and general operations.
- Manage payroll, payment documentation, and on-time payment for all vendors and contractors.
- Maintain organized digital records and backup documentation for all transactions.
- Track cash flow, outstanding payments, and upcoming obligations, and flag concerns or discrepancies to the Artistic Director.
- Support preparation for year-end reporting, audits, or required filings by organizing records, generating reports, and responding to requests.
- Coordinate financial documentation with external accountants or advisors as needed.

Event Management & Patron Engagement

- Coordinate logistics, production, staffing, and execution of all organizational events, including the annual Gala, patron cultivation events, gatherings, and public programs.
- Execute room layouts, spatial planning, and event design in coordination with leadership and vendors.
- Coordinate production and on-time delivery of all event materials, including gala takeaways and donor-facing assets.
- Draft invitations, manage guest lists, and support guest communications.
- Provide on-site coordination and support during all patron events.

Communications & Marketing

- Manage and maintain the organizational communications calendar. Collaborate with the Development & Marketing Coordinator to ensure timely execution of all comms.
- Draft, edit, and send newsletters and marketing emails, including Collective Listings and field-facing updates.
- Draft and edit captions, maintain a regular posting cadence, and schedule social media content in collaboration with the Development & Marketing Coordinator.
- Support with press release editing and distribution, press asset coordination, and press outreach logistics.
- Coordinate with photographers, videographers, designers, and external creatives to ensure timely delivery of assets.
- Maintain website updates, performance listings, ticketing pages, and public-facing information.
- Capture, edit, and organize photos and videos during on-site activities as needed.

Development & Administrative Support

- Maintain and update the CRM and patron database, including contact records, attendance, and giving information.
- Enter, track, and manage the receipting and acknowledgement of all gifts in both the CRM and development tracking systems in coordination with the Development & Marketing Coordinator.
- Support donor meeting logistics, scheduling, preparation, and follow-up.

- Assist with board meeting logistics, scheduling, materials, note-taking, and follow-up documentation.
- Maintain administrative records and support reporting needs for leadership, board, and funders.

Floor Rentals & Earned Revenue Operations

- Serve as the primary staff lead for BalletCollective's sprung floor rental program.
- Manage all incoming floor rental inquiries, client communication, availability, and scheduling.
- Coordinate logistics for floor rentals, including delivery, load-in, load-out, and condition checks.
- Track rental contracts, invoices, payments, and deposits in coordination with leadership and accounting support.
- Maintain inventory records and condition reports for all floor assets.
- Coordinate maintenance, repair, and replacement planning for floor inventory.
- Ensure floor rentals are executed safely, professionally, and in alignment with BalletCollective's standards and reputation.
- Support the sustainability and responsible growth of the floor rental program as a supplemental earned revenue stream.

Systems, Documentation & Institutional Continuity

- Support consistency and clarity in workflows, documentation, and record-keeping.
- Identify operational gaps or inefficiencies and propose improvements.
- Serve as a holder of institutional memory during staff transitions and seasonal workload shifts.
- Work with and become proficient in BalletCollective's CRM, Google Workspace, Jira, Mailchimp, Canva, ticketing systems, Instagram, Meta, and LinkedIn, and basic Adobe Suite design tools.

Time Commitment & Expectations

Full-time position, approximately 40 hours per week.

Schedule will flex seasonally, with evenings, weekends, and significant on-site presence and expanded hours required during productions, events, residencies.

Reliability, responsiveness, transparency, adaptability, and clear communication are essential to the success of this role.

Qualifications - Who should apply?

We recognize that no candidate may meet every qualification listed. We encourage applicants who are excited about the role and believe they can contribute meaningfully to apply, even if their experience does not align perfectly with every requirement.

At BalletCollective we are interested in cultivating a diverse pool of candidates who are deeply organized, collaborative, and excited to support artists and creative work in a small, mission-driven organization. We are proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, pregnancy, disability, age, veteran status, or other characteristics.

If much of this description resonates with you, we encourage you to apply. This role may be the right fit for you if:

- You are deeply committed to supporting artists and artistic processes and you value clarity, respect, organization, and care in creative environments.
- You have experience working in the performing arts, nonprofit, cultural, or event-based sector.
- You enjoy translating big ideas and creative goals into clear plans, schedules, and systems.
- You are calm under pressure and able to stay grounded during high-intensity periods.
- You are comfortable juggling multiple workstreams and shifting priorities in a small organization.
- You are exceptionally detail-oriented and reliable and take pride in seeing projects through to their completion.
- You are a strong communicator who approaches artists, collaborators, and donors with care and professionalism.
- You are interested in learning new tools, systems, and workflows and improving processes over time.
- You are a self-starter who also values collaboration. You are excited to work closely on a small team and take initiative and ownership over individual tasks.
- You are excited by hands-on work and understand that supporting ambitious artistic work requires flexibility, adaptability, and presence.

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