

Wednesday, January 7, 2026

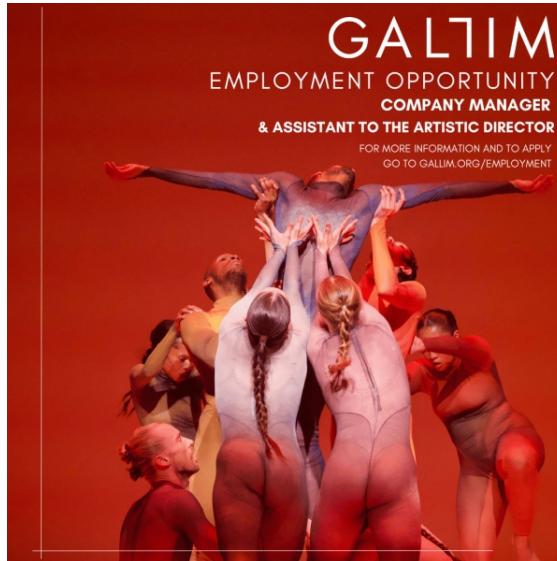
Company Manager & Assistant to the Artistic Director

Company: GALLIM

Location: Brooklyn, NY

Compensation: \$60,000-\$65,000

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Dan Chen

Company Manager & Assistant to the Artistic Director

GALLIM

Based in New York City | Full-Time | Hybrid

GALLIM Dance seeks a highly organized, detail-oriented Company Manager & Assistant to the Artistic Director to support the daily operations, touring, and artistic life of the company. This role is central to communication across departments and provides direct support to the Artistic Director while collaborating closely with the Executive Director.

Key Responsibilities include:

Company Management

Manage the company calendar and coordinate communication around rehearsals, performances, touring, special events, and engagements

Prepare and manage contracts for dancers, collaborators, and guest artists

Serve as liaison between dancers and administration, supporting clear communication and positive working relationships

Track dancer contract compliance and maintain company records

Prepare weekly payroll reports for dancers and guest artists

Coordinate auditions, company events, and outside studio rentals

Performance & Touring

Serve as a key liaison with presenters and venues, managing schedules, budgets, travel, and logistics

Create tour itineraries and production schedules in collaboration with production staff

Coordinate travel and assist with visa processing as needed

Collaborate with the Marketing Manager to support program copy, press materials, and venue deliverables

Budget & Administrative Support

Work with the Executive Director to update artist and production budgets and track expenses

Provide direct administrative support to the Artistic Director, including scheduling, correspondence, project coordination, rehearsal planning support, and documentation

Coordinate meetings, travel, artist hospitality, and maintain organized records

Qualifications

2-4 years of experience in arts administration, company management, or touring production (dance experience strongly preferred)

Strong organizational, communication, and interpersonal skills

Ability to manage multiple priorities in a fast-paced, artist-driven environment

Experience with contracts, payroll reporting, budgeting, and travel logistics

Proficiency with Google Workspace

Passion for contemporary dance and collaborative work

Compensation & Benefits

Annual salary range: \$60,000–\$65,000, commensurate with experience (reflects current organizational budget)

Generous paid time off and paid holidays

Hybrid work structure with a minimum of one in-person day per week

Eligible for healthcare reimbursement through a QSEHRA after a three-month waiting period

Position is based in NYC with required availability for touring and performances, including evenings and weekends

Equity, Inclusion & Accessibility

GALLIM is committed to equity, inclusion, and accessibility and encourages applications from individuals of all backgrounds, identities, and lived experiences.

To Apply:

Please submit a resume and brief cover letter to erin@gallimdance.com.

Position to start on January 19, 2026

GALLIM
520 Clinton Ave.
Brooklyn, NY, 11238
gallim.org

For more information:
Erin Fogarty
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845-527-0673

[< back](#)

[previous listing](#) • [next listing](#)