

NEW YORK LIVE ARTS POSITION DESCRIPTION

Position Title: Company Manager

Department: Programming

Reports to: Producer (Live Arts Season); Producing Director (Live Arts Touring including BTJ/AZ Company)

Classification: Full-time, Non-Exempt

Salary: \$50,000 - \$54,000

Interview Period: July 29 - August 2, 2024

Start Date: September 9, 2024

Reporting Relationships:

Producer for Live Arts Season and the Producing Director for Live Arts Touring including BTJ/AZ Company. The Company Manager also works closely with Live Arts Associate Artistic Director and the Bill T. Jones/Arnie Zane Company.

Position Summary:

The Company Manager at New York Live Arts is an integral part of the Programming Team. This multifaceted position encompasses overseeing all logistics and artists services for Live Arts programming including touring logistics for the resident company, Bill T. Jones/Arnie Zane Company and other Live Arts related touring activities.

Responsibilities:

- Advance, oversee and manage all travel logistics, hotel accommodations, local transportation, per diem distribution, hospitality, catering, physical therapy, and petty cash reimbursements for all of Live Arts programming.
- Coordinate visas for BTJ/AZ and international artists, in collaboration with visa contractors.
- Generate and distribute itineraries and handbooks.
- Manage receptions and audience engagement events.
- Be on-site for all season engagements, attend dress rehearsals and performances.
- Assist season artists with studio bookings and worklight rehearsal bookings.
- Tour with the BTJ/AZ Co. and other Live Arts artists as assigned.
- Act as the primary point of contact for BTJ/AZ Co. touring party and guest artists regarding all touring matters.
- Represent the BTJ/AZ Co. with local presenters and collect performance fees.
- Assist artistic, programming and production staff with errands as needed.
- Facilitate logistics for ancillary activities on tour (master classes, receptions, lecture demonstrations, community rehearsals).
- Distribute and manage complimentary ticket allotments and coordinate merchandise sales on tour.
- Assist communications team with management of social media accounts on tour.
- Prepare and distribute detailed tour itineraries for all Live Arts programming.
- Collaborate on tour summaries.
- Schedule and run monthly BTJ/AZ Co. performer meetings.
- Monitor the general morale and welfare of the BTJ/AZ Company and Live Arts Season Artist(s) touring party and provide support as needed.

Finance & Administrative:

- Collaborate on season announcements, press releases, and performance programs.
- Collect finance paperwork and submit check requests.
- Submit per diem and reimbursement requests.
- Reconcile monthly credit card reports and petty cash.
- Maintain season artist contact sheet and assist with scheduling intake meetings.
- Take detailed meeting notes and distribute them to attendees.
- Project and track travel, lodging, per diem, hospitality and catering costs.
- Assist with events like the Live Arts Gala and BTJ/AZ Co. auditions.

Qualifications & Work Expectations:

- Effective communication skills.
- Willingness to learn new skills and work flexible hours.
- Strong organizational skills and attention to detail.
- Ability to manage relationships and prioritize tasks.
- Computer literacy with Microsoft Office suite and Google Workspace.
- Physical capability to lift and move heavy items.
- Must have a valid driver's license and be comfortable driving a 15 passenger van.
- Comfortable working in a collaborative office environment.
- Company Management experience preferred, but not required.

New York Live Arts is an Equal Opportunity Employer (EOE). It is the mission of New York Live Arts to advance diversity and inclusion at all levels within the Organization, regardless of race, ethnicity, age, gender, religion, sexual orientation, gender identity, gender expression, disability, economic status and other diverse backgrounds.

New York Live Arts is open to discussing the possibility of reduced hours, remote working, flexible start and finish times, or compressed hours.

To Apply:

Send a cover letter, resume, and references to careers@newyorklivearts.org with the subject line "Company Manager." Applications will be accepted until the position is filled.