Ariel Rivka Dance Seeks Part-Time Company Manager

**Company:** Ariel Rivka Dance  
**Location:** New York City  
**Title:** Part-Time Company Manager  
**Compensation:** $10,000 annually  
**Working Hours:** average 10 hours per week  
**Start Date:** October 1, 2019

Ariel Rivka Dance (ARD) is an 8 dancer, all-women contemporary dance company based in New Jersey led by Artistic/Executive Director Ariel Grossman. ARD’s mission is to champion female creatives through original choreography, commissioned music, and curated family and educational programming. Drawing from Artistic Director Ariel Grossman’s personal experiences as a Jewish woman, mother and choreographer, the company shares stories that resonate with a broad audience. Through movement, ARD creates a community of vulnerability and acceptance, providing opportunities for hope and connection.

ARD just celebrated its 12th season at Baruch Performing Arts Center in New York City and was then presented in the NYU TISCH Dance Summer Residency Festival Performance Series. In the last two years ARD has performed at BAM Fisher, toured to the Houston JCC, the Gordon Center in Baltimore, Atlanta, and Memphis, and was presented at the Battery Dance Festival and the Boston Contemporary Dance Festival. This Summer, the company headed to LA and also participated in Summer Streets Dance festival, as well as festivals in Jersey City and Brooklyn. [www.arielrivkadance.com](http://www.arielrivkadance.com)

**Goals and Responsibilities of Part-Time Company Manager:**
Ariel Rivka Dance seeks an individual who believes in the company’s mission and is inspired by the work. We want a creative thinker who is extremely organized, responsible, takes initiative, and is invested in actively helping ARD grow. In addition to helping organize the administrative aspects of the company, we need someone to help broaden ARD’s presence via more pronounced touring, teaching and performance opportunities. Specific responsibilities include:

- Manage company to-do list, with timelines
- Regular monitoring and research of performance, grant and choreographic opportunities listed on Dance New Jersey, Dance NYC, etc. Once an opportunity has been found, following through with application, deadlines, and if accepted, sending all materials needed for the festival or grant.
- Schedule rehearsal space
- Help manage tour details (book hotels, etc.)
- Attend and/or contribute to:
  - Board and marketing meetings (5 per year)
  - Regular in-person meetings with Artistic/Executive Director (weekly or biweekly)
○ ARD events, including auditions, fundraisers, etc. (1-3 per year)
○ ARD New York seasons (1-2 per year)
○ Rehearsals (infrequently, but if appropriate)
○ Professional development workshops (1-3 a year)
• ARD New York home seasons:
  ○ Coordination of contracts, programs, videographers, and photographers
  ○ Facilitate communication between stage manager and dancers/Ariel
• Record donations in DonorPerfect and send Acknowledgement letters/emails
• Costumes: manage the delivery of costumes to performances; cleaning and storage of costumes post-performance

Required Qualifications:
• Bachelor’s degree, or equivalent
• Three years of administrative experience and/or experience with artists’ services, preferably in a cultural institution
• Strong attention to detail and excellent interpersonal skills
• Demonstrated proficiency with standard office software applications and customer and/or fundraising databases
• Excellent communication skills, both written and verbal
• Strong organizational and interpersonal skills

To apply, please send a cover letter, resume, and references by email to Ariel Grossman at ariel@arielrivkadance.com