



L.A. Dance Project
2245 E Washington Blvd.
Los Angeles, CA 90021
tel: (213) 622 - 5995
www.ladanceproject.com

L.A. Dance Project Company Manager

Reporting to the General Manager, the Company Manager will be part of a close-knit team of individuals spread over three time zones. The ideal candidate for this job is resourceful, a good problem solver, and organized. He/she must have a comprehensive understanding of and experience with a professional touring dance company and must possess the personal skills to work with artists, designers, musicians, agents, and the general public. In addition, the Company Manager must be capable of working in an open office and creative environment. Ideal candidate will have excellent organizational skills, ability to work on a large variety of tasks with a strong work ethic matched only by their flexibility, and sense of humor!

RESPONSIBILITIES (GENERAL OFFICE):

- Organize company schedules during studio rehearsal periods
- Organize weekly Physical Therapy sessions
- Act as general support to the company where needed for special events and dancer related needs.
- Coordinate and purchase air/ground travel for visiting artists during residencies and crew during LA-based shows.
- Coordinate and book accommodations for visiting artists and crew
- Distribute and organize per diem for visiting artists and crew
- Costume Management
- Apply for visas and work permits for visiting artists
- Generate "one-sheets" (mini-tour books) containing logistical information and local amenities for visiting artists and crew while in L.A.
- Book cars for visiting artists

RESPONSIBILITIES (TOURING):

- The Company Manager is accountable for all company activities on tour; in this capacity the CM has authority to make final decisions, in consultation with GM, regarding housing, travel and personnel issues while on tour.
- Coordinate and book ground/air travel for company and touring guest artists
- Coordinate/Book accommodations for company and visiting artists
- Coordinate touring company schedule & itinerary along with Rehearsal Director, Ballet Master and Stage Manager and distribute to company.
- Manage and distribute Per Diem
- Uphold the contractual terms agreed upon while on tour, individual contracts and company personnel agreements.
- Tour Books: Create and Distribute Tour Books to company and collaborating artists. Tour Books include travel itineraries, daily/performance schedule, hotel and venue

- information, local transportation options, local amenities and more.
- Arrange physical therapy on tour and manage injuries or other emergencies.
 - Coordinate events and activities surrounding touring engagements including: press events, dancer interviews, talk-backs, outreach, reception/dinners
 - Manage petty cash, debit and credit card activity and purchases on expense reports with supporting documentation and receipts to be submitted to LADP bookkeeper.
 - Coordinate and obtain the necessary documentation for travel (visas, work permits, social security forms) needed per location for company and for visiting artists.
 - Submit invoices for independent contractors
 - Costume management – Coordinate with Stage Manager to help maintain the organization of costumes, and communicate directly with costumer about necessary repairs and new builds. Manage the timeline of new costume creations. Pack costumes before each tour.
 - Collect marketing materials on tour for LADP archives.
 - Box office: Manage Company ticket requests while on tour, and work the box office on behalf of the company. Track ticket requests for complimentary tickets and purchased tickets per venue
 - Pack & supply the company management tour box before each tour with any necessary office and tour supplies
 - Arranging meetings between local presenters and LADP leadership or meeting with local presenters when LADP senior staff is not present.
 - Update and maintain repertory list, programming archive and associated documentation

QUALIFICATIONS

- 2+ years Company Management experience
- Bachelor's degree required, arts administration degree preferred.
- Proficiency in MS Office suite
- Detail oriented and comfortable working in a fast-paced office environment
- Exceptional communication skills
- Superior organization skills and dedication to timely completion of projects.
- International travel planning
- Tracking finances
- French fluency a plus

ABOUT L.A. DANCE PROJECT

L.A. Dance Project is a platform for the development, creation, support and presentation of world-class dance in Los Angeles. Comprised of an internationally acclaimed dance company, a brand-new performance space in Los Angeles' burgeoning Arts District and a program of media initiatives, LADP promotes dance not only as an artistic practice but as a way of being in the world. LADP seeks to foster dance-centered artistic collaborations across all disciplines, cultures and communities in Los Angeles and around the globe.

Since its founding, L.A. Dance Project's company has toured and given master classes at international venues and festivals including the Holland Festival, the Edinburgh International Festival, La Maison de la Danse, the Saitama Arts Center, Sadler's Wells Theatre, Shanghai and Beijing Opera House and Theatre du Chatelet. In the US, the company has performed at

venues including Jacob's Pillow, Brooklyn Academy of Music and New York City Center. In its home city of Los Angeles the company has performed at The Music Center's Walt Disney Concert Hall, MOCA, Union Station, The Theatre at Ace Hotel, and The Wallis Annenberg Center for the Performing Arts.

L.A. Dance Project is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, disability, or veteran status.