

Job Description
American Dance Festival, Inc.

Seasonal Position
February 12 through August 2, 2024

Position Title: Festival Company Manager

Reports to: Executive Director

Job Summary: The Festival Company Manager coordinates all dance company logistics for ADF seasonal performances.

Preferred Qualifications/Skills: Must have experience with managing events and working with artists, including finalizing contracts, making travel arrangements, booking hotel stays, transporting visiting artists, and serving as liaison for artists and their companies. Supervisory experience is essential. Ability to multitask and handle pressure is a must. Excellent communication skills, an overall willingness to “get the job done,” and being comfortable working as part of a team is essential. During the season, early morning, evening, and weekend work will be required. This position requires a car for the duration of employment.

Compensation: \$900-\$1,200 a week depending upon experience. May take one Summer Dance Intensive class and attend drop-in classes and showings if schedule permits. Will receive complimentary performance tickets.

About the American Dance Festival: Since 1934, the American Dance Festival has been a recognized leader in modern dance, presenting dance performances and offering educational opportunities and community programs while maintaining an international reach. ADF ensures that modern dance remains a powerful and universal form of human expression and that this art form is accessible to all, now and for generations to come.

ADF prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law. We strongly encourage all qualified applicants to apply. We welcome people of all races, genders, identities, abilities/disabilities, ethnicities, religions, and other individual characteristics.

Anticipated start date: February 12, 2024

To apply:

Please email a cover letter, résumé, and three references to adf@americandancefestival.org with Festival Company Manager in the subject line by December 8. No phone calls, please.

Responsibilities include but are not limited to the following:

- Act as primary contact for the managers of all dance companies and with artists in residence.
- Coordinate all aspects of artists' stay including housing, transportation, performances, post-performance discussions, master classes, and assist with any community outreach and cultivation events in which they are involved. Once all details are confirmed, produce itineraries for the company and Executive Director.
- Hire and supervise Costume Designer and 2 summer interns.
- Work closely with ADF Production Director and presenting partners, preseason and during the summer, to ensure each company's residency goes smoothly.
- Work with Cast Dinner Coordinator to plan cast dinners at the homes of community members and with each cast dinner host to ensure a successful event.
- Request company fees and track expenses that the companies are responsible for covering.