

# COMPLEXIONS

CONTEMPORARY BALLET  
Dwight Rhoden & Desmond Richardson

**Job Title:** Company Manager

**Reports to:** Co-Founding Artistic Directors & Executive Director

## **About Complexions**

Complexions Contemporary Ballet (Complexions) was founded in 1994 by Master Choreographer **Dwight Rhoden** and the legendary **Desmond Richardson** with a singular approach to reinventing dance through a groundbreaking mix of methods, styles, and cultures. Today, Complexions represents one of the most recognized, diverse, inclusive, and respected performing arts brands in the World. Complexions has presented an entirely new and exciting vision of human movement on 5 continents, over 20 countries, to over 20 million television viewers, and to well over 300,000 people in live audiences. Together, Rhoden and Richardson have created an institution that embodies its historical moment, a sanctuary where those passionate about dance can celebrate its past while simultaneously building its future.

## **Job Overview**

Working under the direction of the co-Artistic Directors and Executive Director, the Company Manager assists with the overseeing and implementation of all administrative activities related to dancers and visiting artists. Responsibilities include but are not limited to:

## **Company Management**

- Administering workers' compensation and unemployment claims.
- Overseeing and processing audition applications for interested dancers.
- Coordinating health and wellness services for artists as needed (e.g., physical therapy, emergency medical services, massage therapy, mental health services, etc.).
- Securing studio space for rehearsals.
- Creating and maintaining a database of information on the artists, travel documents, and relevant personnel/employment information.
- Coordinating photo shoots.
- Creating/coordinating travel itinerary tour booklets with supporting documents, and schedules.
- Coordinating accompaniment and guest teachers for company rehearsals.
- Wardrobe (leading up to tours arranging/packing suitcases, assisting with fittings).
- Assist with logistics for rehearsals, airport check-ins, luggage, etc.)
- Taking attendance at rehearsals.
- Monitoring attendance, off-days, etc.
- Overseeing and tending to the needs of the entire company (including production)

- Domestic and International touring.

### **Qualifications**

The successful candidate will be very organized, a great communicator, able to handle multiple pressing deadlines, and function in a fast-paced environment. They will also be upbeat, have an entrepreneurial can-do spirit, and have the ability to uphold the company's vision and mission. Additional qualifications are as follows:

- Must be a current resident of New York City
- Associate or Bachelor's degree in either business or arts management OR a minimum of 2years of work experience in a related field.
- High degree of proficiency with Microsoft Office (Excel and Word).
- Ability to work in a fast-paced collaborative setting.
- Must have a passport and valid driver's license.
- Eligible to work in the U.S.
- Willing and available to tour domestically and internationally.
- Ability to take initiative, multitask, and work graciously in a fast-paced environment.
- Ability to work a demanding schedule, including late nights, weekends, and occasional holidays.
- Exceptional interpersonal verbal and written communication skills.
- Fluent English speaker
- Familiarity with Union rules and practices.
- Previous international travel experience is a plus.
- Willingness to learn new skills.
- Team player with an entrepreneurial spirit who takes initiative.

### **Terms**

This is a full-time position.

Salary: \$52,000 annually non-exempt position.

### **How to apply**

Interested candidates should email a cover letter, resume, and three references to:

[ccbcompanym@gmail.com](mailto:ccbcompanym@gmail.com), with "Complexions Contemporary Ballet Company Manager Application" in the subject line. Applications will be accepted on a rolling basis until the position is filled.

Complexions Contemporary Ballet is an **Equal Opportunity Employer**.