



transcenDANCE Company Manager

Position Description

Reports to: transcenDANCE Executive/Artistic Director

Department: Explore/Create/Activate programs

Status: Part-Time Employee: 20 hours/week Year-round; 40 hours/week during peak periods (mid-June through July, Spring Break Camp, and the Annual Retreat); Hourly, Non-Exempt

Schedule: Tues 12-6:30pm. Thurs 12-6:30pm. Saturdays 9:30am – 4:30pm

Spring Break Camp and Summer Schedule Mon – Fri 9am – 5pm

Some evenings for special events/student outings

Compensation: \$20/hour or approximately \$22,800/year. Part-time roles do not receive benefits at this time.

transcenDANCE Youth Arts Project empowers culturally diverse San Diego and National City neighborhood youth to mobilize social change through Performance Arts based community-building, leadership, and service. transcenDANCE youth go through intensive technical dance theatre training and personal exploration – by way of leadership development, community-building activities, and service projects – with the ultimate goal of creating dynamic performances that synthesize their artistic strengths while addressing complex social issues that impact their community. transcenDANCE youth performers share these inspiring performances with a greater audience to provoke community engagement with dance and social issues facing youth.

Programs Overview: transcenDANCE's *Explore/Create/Activate* program is designed as a three part program that spans an entire calendar year. The program offers youth in the National City and nearby San Diego neighborhoods a safe and inviting environment to *Explore* new ways to express themselves through dance, use their bodies and minds to *Create* art, and *Activate* them as leaders for their communities.

Position Summary: The Company Manager is responsible for communications, coordination, recruitment, and supervision surrounding all program activities involving transcenDANCE's company of student dancers. There are five key areas to this role:

- Student Communications (serving as liaison to staff, artists, and families) – 30%
- Project & Student Management (logistics coordination and oversight) - 30%
- Student Recruitment, Retention, and Engagement – 20%
- Performance Annex/Dance Studio Maintenance – 10%
- Overseeing the Senior Company Leadership Team – 10%

A large portion of the Company Manager's work will focus on student recruitment and audition promotion at our partner middle & high schools. This involves teaching and overseeing weekly dance classes, workshops, and performances at the transcenDANCE studio and the partner schools and serving as a liaison between the partner schools, students, teaching artists, and transcenDANCE staff.

The role requires active and constant communication with teenaged students via various methods to ensure continued student involvement in transcenDANCE programs and activities. The company manager serves as a direct liaison between students, their families and teachers, and transcenDANCE staff and contractors. This role requires the ability to maintain these communications with compassion and understanding for the needs and viewpoints of the various parties and respond in an appropriate and timely manner.

transcenDANCE prides itself on providing all programs 100% free of charge to students. This means finding ways to aid our students in areas such as transportation for off-site outings, events, retreats, rehearsals and performances. The company manager is directly responsible for coordinating all student transportation. This may involve driving a 7-passenger van and/or driving students in a personal vehicle, along with securing staff and volunteer drivers as needed. Because of the age range of transcenDANCE students, problem solving on their behalf, especially in the area of transportation issues, becomes a large part of the company manager's job. Finding ways to offer options and help students come up with a plan of action is an essential piece to the project logistics.

The company manager oversees the Student Leadership Team, made up of 3-4 returning transcenDANCE students. Company manager will assign tasks that match their leadership development goals, give constructive feedback, and communicating the transcenDANCE life coach regarding their progress.

The company manager also manages the day-to-day needs of the dance studio involving and maintenance, organization and supplies.

Overall, this role requires the Company Manager to balance day-to-day student needs with the administrative duties that keep the program needs organized and managed. This person will be able to manage details, be responsive, possess good project management skills, bring a spirit of collaboration, and be an exceptional communicator. This person will be able to stay calm and grounded while handling student crises and/or competing priorities and deadlines.

Duties (not in order of importance):

- **Project & Student Management (logistics coordination and oversight) - 30%**
 - **General Duties**
 - Serve as direct assistant to all creative and production team members
 - Serve as a liaison between transcenDANCE and outside partner organizations in coordinating activities involving students
 - Attend weekly run-throughs and production meetings & communicate with production team
 - **Program Preparation/Auditions**
 - Coordinate annual auditions
 - Work with production team to create and communicate rehearsal timeline and schedule
 - **Performance Duties**
 - Oversee Load In & Strike
 - Coordinate tech week volunteers
 - Serve as liaison between transcenDANCE and performance venue
 - Attend and run all technical rehearsals and performances
 - Assist in setting up dressing rooms and costume fittings
 - Serve as stage manager/back stage support for all performances
 - Oversee complimentary tickets and house seat requests
 - Order performance t-shirts, thank you cards, and other items in support of the annual performance
- **Student Communications– 30%**
 - Maintain regular contact with students through e-mail, phone, social media, etc. regarding attendance and other program-related matters
 - Serve as the liaison between students, families, transcenDANCE staff, and outside student service contractors (life coach, therapists, teaching artists/choreographers, guest speakers, etc)
 - Coordinate and troubleshoot transportation for student dancers for all rehearsals, off site outings, events, retreats, performances, etc.
 - Coordinate meals and snacks for students
 - Create and maintain student/choreographer contracts, company roster, student/staff contact sheets, and take attendance at all student activities.
- **Student Recruitment, Retention, and Engagement – 20%**
 - Maintain regular contact with student company dancers year-round
 - Design flyers for student notices, outings, events, etc.
 - Design/create materials for student classes and workshops and general communications
 - Teach high quality, skill-level appropriate dance classes for middle or high school students on and off-site (approx 4 hrs/wk)

- Support coordination and serve as stage manager for all outreach performances
- Develop and execute audition promotion plan to recruit students at partner schools
- Attend offsite Student Retreat and serve as main student chaperone
- **General Management/Performance Annex/Dance Studio Maintenance – 10%**
 - Oversee the organization of all studio supplies and ensure its cleanliness
 - Serve as a point of contact with ARTS staff regarding facility or other relevant issues
 - Track receipts for spending out of petty cash and/or with debit card and turn them in to Programs Administrator in a timely fashion
 - Maintain communications with transcenDANCE staff regarding program budgets and spending.
 - Attend weekly transcenDANCE staff meetings
- **Overseeing the Senior Company Leadership Team – 10%**
 - Mentor and evaluate Student Leadership Team (3-4 older teens) to help lead and facilitate program and rehearsal happenings such as opening and closing circles, set up, clean up, etc.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Education, Knowledge, Skills, and Abilities:

- Ability to be detail-oriented and work in high energy environment
- Experience in coordinating multiple people and projects in a timely and calm fashion
- Experience working with youth from disadvantaged communities. Must be empathetic and understanding to unexpected issues
- Must possess excellent communication skills at all levels
- Strong computer skills including Excel, social media, and Google Docs/Calendar
- Ability to prioritize, handle multiple tasks, and meet deadlines
- Ability to demonstrate initiative, and work under pressure
- Must have high level of professionalism
- Must possess valid CA Driver's License with a good driving record and have access to a reliable, properly insured vehicle for travel
- 3 - 5 years related experience in dance/performance/teaching dance
- Bachelor's degree in a related discipline with equivalent in experience as defined above.
- Stage Management experience a plus

- Spanish-speaking abilities a plus

Physical Requirements and Work Environment: Work is performed in an office/studio setting with a moderate to loud noise level; employee will regularly work at a computer station and operate electronic equipment; regularly communicate by telephone and in-person with staff and students; occasionally lift, carry and position objects weighing up to 10 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Equipment and Reimbursements

The Company Manager will be given a work cell phone to be used for student/staff/artist communications. Mileage reimbursement will be given at the Federal rate for all job-related driving outside of to and from home and the workplace.

Prior to reporting to work

- Clear background check, including fingerprinting
- Clear TB Test
- Clear DMV record
- Clear Drug test

transcenDANCE provides equal employment opportunities to all employees and applicants without regard to race, color, religion, national origin, ancestry, gender, sex, gender identity or expression, age, medical condition, sexual orientation, marital status, citizenship, pregnancy, physical or mental disability, genetic information, veteran status, military status, caregiver status or any other characteristic protected by federal, state or local laws.