



**Job Title:** Company Manager  
**Job Purpose:** To manage internal and external communications and logistics as related to the touring company activities and performances  
**Reports to:** Executive Director; (secondary) Artistic Director  
**Oversees:** Wardrobe Manager

### **ORGANIZATIONAL OVERVIEW & MISSION**

The Calpulli Mexican Dance Company (hereafter Calpulli or organization) is a premiere arts organization based in New York City that tours domestically and internationally with a message of honoring and celebrating Mexican people and our stories. Calpulli was founded in 2003 with the mission of celebrating the Mexican community through dance including live music. To this end, the organization produces performances via its international touring company, designs arts-in-education experiences for all ages, and leads community outreach activities in the northeastern USA.

### **POSITION SUMMARY**

The Company Manager leads and is accountable for the successful delivery of performances and events by Calpulli Mexican Dance Company from an operational and logistical perspective. In addition, working closely with the Executive Director, the Company Manager will gather information and prepare proposals for contracts to enable future work for the company. From surveying performers to clearly understanding the needs of the Company and capabilities of Host venues, the Company Manager's impact can be measured by the efficient communications, set-up, load in/ out, and coordination of all individuals involved having the logistical, schedule, and operational information they need to complete their work. A large portion of the Company Manager work may be completely remotely, however, the individual will also be expected to support projects in person in New York City and while the company is on tour as needed.

### **Duties, Values and Responsibilities:**

#### **Internal to Touring Company**

- Collaborates with Artistic Director, Executive Director, Music Director, Lighting Director, Costume Manager, Performers (Dance and Music), and other individuals as needed to proactively provide and obtain required information
- Manages and is accountable for the organizational-level calendar of rehearsals, performances, events, and meetings
- Books rehearsal space at least 3-6 months in advance to ensure desired rehearsal schedule
- Surveys Artist availability for rehearsals and performances and provides information to Artistic Director and other artistic staff as needed
- Proactively seeks information, identifies issues, and communicates with artists and staff
- Issues call sheets and other performance information to performers and staff in a timely manner
- Continually updates and improves content on the Performer hub, website, and our performer directory
- Provides guidance to the Wardrobe Manager to maximize their project support
- Manages and updates music and video references for Company use and assures access to the company on all platforms desired
- Leads the coordination of transportation, load in and out, and in-person support at events when needed and as available



### **External to Customers**

- Prepares budgets and proposals to prospective clients and partners
- Tracks individual performance budgets to provide an overview of financial at the operational level
- Assures smooth logistical operations with Hosts for Touring Company performances and events including accommodations, travel, meals, load-in/ out, and provides both host and Company staff information including contact persons, schedules, etc. to support successful performances
- Directly communicates with event hosts for the information above
- Books transportation, hotels, meals, and other aspects of tours when needed
- Provides technical riders, obtains riders and technical information about the venue, and cross references the source to identify opportunities and issues
- Follows up with all hosts and partners for feedback on Calpulli's work and shares that internally

### **General**

- Updates and manages working/ planning documents related to the Company Manager role to ensure transferability and continued improvement
- Updates and utilizes online tools for communication with artistic staff including
- Works within established budgets and time constraints
- Explores new technologies including apps and other tools for proposing to Executive Director

### **QUALIFICATIONS**

- 3+ years of experience with company, production, and/ tour management
- Highly organized and detailed-oriented approach to work
- Ability to communicate effectively in all modes including online, by phone, and in person
- Ability to effectively communicate with technical and logistical personnel to identify issues and potential gaps in requirements vs capabilities
- Experience with technological tools for tour management, communications, and data management to control a large volume of information
- Ability to prioritize competing priorities and triage needs
- Experience with technical needs of a dance company with live music and the performing arts
- Experience with theaters, performance venues, and other event locations with an understanding of varying technical capabilities for sound, lighting, flooring, and backstage areas
- Experience with back and front-of-house operations at performance venues
- Experience with creating itineraries, call sheets, detailed technical schedules, and other tour management documentation
- Bilingual (Spanish and English) preferred but not required

### **COMPENSATION**

\$21K - \$25K annually. The role is planned to begin at 20 hours per week but may accommodate additional hours as onboarding continues.

### **TO APPLY**

Interested individuals please email your cover letter, resume, and/ or curriculum vitae to Executive Director, Juan Castaño at [info@calpullidance.org](mailto:info@calpullidance.org) with the subject line "**Company Manager.**" Individuals proceeding to the interview process will be requested to provide references.

### **NONDISCRIMINATION POLICY**



It is the policy of Calpulli Mexican Dance Company, Inc. to provide equal employment opportunities in compensation and other terms and conditions of employment without discrimination based on age, race, creed, color, national origin, gender, sexual orientation, disability, marital status, veteran status, genetic predisposition, or carrier status.

Calpulli Mexican Dance Company, Inc. is committed to assuring equal employment opportunity and equal access to services, programs and activities for individuals with disabilities. It is the policy of the Calpulli Mexican Dance Company, Inc. to provide reasonable accommodation to a qualified individual with a disability to enable such individual to perform the essential functions of the position for which he/she is applying or in which he/she is employed.

The policy applies to all employment and independent contractor practices and actions. It includes, but is not limited to, recruitment, job application process, examination and testing, hiring, training, disciplinary actions, rate of pay or other compensation, advancement, classification, transfer, and promotions.

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