



Touring Company Manager

Approximate Dates for Position: October 1, 2024 - Feb 15, 2025

Tour Dates: Wednesday, January 29 - Friday, February 7, 2025

Compensation

This is a project-based role, not a full-time role. SLMDances cannot currently commit to being a primary income source.

Pre and Post Production Administrative Work: \$25/hour for up to 40-50 hours of work

Tour: \$1800 (9 days) + travel, housing, and \$60 per diem

Job Description

SLMDances seeks a non-union Company Manager who believes in and upholds our Core Values: DREAMING, ACTIVISM, TRANSPARENCY, HUMANITY, COMMUNITY, LEARNING.

The Company Manager is a personable and experienced professional with a background in touring dance, who facilitates administrative and travel logistics, care, hospitality, and schedules for SLMDances personnel for rehearsals and touring performances in the 2024-25 season. This season SLMDances will tour its multi-media interactive installation [What Does PURPLE Sound Like?](#) to the [Center for Performing Arts at Penn State University](#). The installation will include performances by 4 SLMDances performers and up to 20 community participant performers.

Candidates are collaborative, creative and self-motivated team players who can meet surprises and challenges with grace, humor, and patience. Candidates should be organized, very detail oriented with excellent follow through, with an emphasis on systems and strategic thinking. You are also flexible, responsive, with the ability to creatively problem solve. You are a people person: you are comfortable developing new working relationships quickly including SLMDances personnel and collaborators we engage through our work.

Remote work includes meetings and pre and post production administrative responsibilities. In person work includes attendance at rehearsals as needed, working on site during touring production, and other in person tasks as needed. PLEASE NOTE: This position has irregular hours with regular night and weekend responsibilities.



RESPONSIBILITIES

- General
 - Collaborate with the Artistic Executive Director and other SLMDances team members to create and maintain an environment of care in rehearsals and on tour
 - Attend internal meetings with the SLMDances team and with Center for Performing Arts team at Penn State University
 - Create and meet deadlines for planning and coordinating travel
 - Manage the budgets for rehearsal space and travel, including reimbursements and petty cash
 - Create and maintain a list of all collaborators and their contact, health, and emergency information
 - Go-to person (in one-on-one sessions) for SLMDances personnel to share their health and safety needs in relationship to covid-19, any accessibility needs, as well as disclosing sensitive health information that can help inform SLMDances health and safety protocols.
 - Ensure that Community Agreements are uplifted and adhered to.
- Liaison
 - On-site and advance coordination with Center for Performing Arts team at Penn State University
 - In collaboration with the SLMDances team and CPA, become point person between an intergenerational cast of up to 20 Community Participants and SLMDances when it comes to schedules and logistics
 - Communicating any needs and concerns between SLMDances artists and leadership including fielding day-to-day questions and helping to navigate conflict
- Rehearsal Management
 - Coordinate and book rehearsal space for rehearsals taking place between October 2024 through January 2025
 - Communicate rehearsal and production schedules to all collaborators via email, google calendar, and other internal systems
 - Track collaborator schedule availability
- Tour Management
 - Coordinate with CPA liaison and book travel arrangements including transportation, lodging, food, and other company care needs



- Initiate contact and remain the primary point of contact for travel arrangements including transportation, lodging, food, and other company care needs
- Collaborate with Production Manager, create and distribute detailed travel itinerary to all tour participants in advance of travel
- Travel with performers on tour
- Support artists health and wellbeing on tour
- Troubleshoot any challenges or emergencies related to travel, lodging, health and wellbeing that arise during tour
- Responsiveness to the Coronavirus Pandemic:
 - Keep up to date with local NY city and state covid guidance
 - Update SLMDances protocols in relationship to the ongoing and changing nature of the pandemic
 - Creation of Documentation
 - Update in person rehearsal protocol to be circulated at the start of rehearsal process
 - Create residency-specific protocols that will be circulated prior to the departure date
 - Daily Covid-19 Management:
 - Confirm/Collect negative tests from all in person participants before entering studio for rehearsals and performances (up to 30 when on site at PSU)
 - Ensure all are wearing masks properly at times when masks must be worn
 - Have cleaning supplies on hand (hand sanitizer, disinfectant wipes etc. - SLMDances will always purchase)
 - check in with all studios where we rent space on their cleaning and other covid protocols.
 - Create a system for and engage in contact tracing if there are any exposures.
 - Become lead person in discussions with SLMDances team in the event that shifts in process (suspension to in person rehearsals or performances due to covid exposures, shut downs, natural disasters, or shifts in the process of any kind) are needed
 - Participate in leadership and/or producer discussions with performance venues, community engagement partners, and education partners re: covid protocol for all SLMDances in person engagements.

The above statements are intended to describe the general nature and level of work performed by the Company Manager. They are not intended to be construed as an exhaustive list of all job duties. Management reserves the right to revise or amend duties at any time.



SKILLS AND TRAINING

- Minimum of 2 to 3 years of Company Management experience or similar professional production related experience including taking a company of 10 people on tour at least once
- Experience with venue, community partner, and community participant relations
- Strong leadership skills including strategic and systems-thinking, initiative, and experience in managing people with care
- Ability to think proactively and make decisions independently as well as collaborate with a team
- Effective communication skills including writing, speaking, and listening
- Proficiency in Microsoft and Google Suite
- Emotional intelligence, and the ability to read the room, hold space for, and rally/guide a multigenerational, multi-identity team
- High level of professionalism and discretion in handling confidential information
- Valid driver's license, excellent driving record, and the willingness to drive a large SUV, passenger van, or truck if needed
- Ability to work efficiently and manage multiple projects simultaneously

APPLY

- To apply, please send a relevant resume, 1 reference, and a short paragraph detailing your past touring company management experience and explaining why you are interested, to allegra@slmdances.com. Position will be filled on a rolling basis. We are looking to hire immediately.

SLMDances is an Equal Opportunity Employer and encourages a diverse workforce. All gender identities and members of the BIPOC, AAPI and LGBTQ+ communities are strongly encouraged to apply.

It is the employment policy of SLMDances that all contractors must be fully vaccinated and boosted against Covid-19 prior to arrival. Proof will be required; a copy will be made and kept in a secure and confidential file. All contractors must also be willing to mask and test on a regular basis for in person activities.



Who We Are

SLMDances works collaboratively, values continual learning, and is invested in one another's success. Each of our artists is a bawse in their own right: we are responsive, creative problem solvers, independent thinkers and clear communicators who are organized, appreciative of feedback, and value high quality work.

We invite one another to show up with our full selves and lean into relationship building. We invite ourselves to listen to each other with all of our senses. We are empowered to work at our own pace. We have permission to take care of ourselves and give ourselves what we need individually in order to be grounded and prepared for our time together: water, food, pleasure, and other ritual practices. We invite one another to come as we are and be where we are, especially in the age of virtual work — so we move, stretch, turn off cameras, wear our bonnets, have our kids and cats running through the space etc. as needed. We invite one another to engage with compassion and grace for ourselves and others.

To learn more about SLMDances, please visit slmdances.com.