

**DANCE THEATRE OF HARLEM**  
**JOB DESCRIPTION**  
**Events and Facility Manager**

Dance Theatre of Harlem is a leading dance institution of unparalleled global acclaim, encompassing a world-renowned Company, a professional studio School, Dancing Through Barriers®, a national arts and education program, and community engagement activities. Each component of Dance Theatre of Harlem carries a solid commitment towards enriching the lives of young people and adults around the world through the arts.

Founded in 1969 by Arthur Mitchell and Karel Shook, Dance Theatre of Harlem was considered “one of ballet’s most exciting undertakings” (The New York Times, 1971). Shortly after the assassination of The Reverend Dr. Martin Luther King, Jr., Mitchell was inspired to start a school that would offer children — especially those in Harlem, the community in which he was born — the opportunity to learn about dance and the allied arts. Now in its fifth decade, Dance Theatre of Harlem has grown into a multi-cultural dance institution with an extraordinary legacy of providing opportunities for creative expression and artistic excellence that continues to set standards in the performing arts. Dance Theatre of Harlem has achieved unprecedented success, bringing innovative and bold new forms of artistic expression to audiences in New York City, across the country and around the world.

Opportunity

Dance Theatre of Harlem is seeking an Events and Facility Manager to assist all arts programming at the Everett Center for the Performing (DTH’s main facility), as well as it’s Corner Studio. The Event and Facility Manager reports to the Senior Director of Operations and Administration and will serve as the initial point of contact for all facility rental inquiries and DTH related events working closely with DTH staff in support of building activities (DTH Company rehearsals, DTH School classes, Community Programs, Development Office activities, etc.).

**Essential Functions**

- Manage DTH facility calendar, which includes all studio spaces and some digital activities.
- Work closely and collaboratively with DTH program departments to support the planning and implementation of activities both in person and virtual (Company rehearsals, School classes, Community Program events, Development Office events, etc.).
- Act as stage and production management for DTH related events both in person and virtual.
- Work closely with external facility rental clients to discuss plans and concepts, identifying event requirements and client expectations.
- Manage facility rental agreements and invoicing.
- Manage activity set-up, tear down, and follow-up processes.
- Assess an event’s overall success and submit findings to senior management

- Stay abreast of building regulations, including local, state and federal health and safety mandates.

### **Secondary Functions**

- Report at DTH weekly staff meetings, as well as for DTH ad hoc or annual reports.
- Serves as an active member of the DTH Safety Committee

### **Supervision**

- Custodial Staff (for event prep and tear down)
- Security (during events)

### **Required Qualifications**

- Bachelor's Degree in Theater Management, Production Management, Arts Management, Event Management, or related field.
- 5+ years of experience as a manager/administrator/supervisor.
- Proven budgeting and financial management skills.
- Experience working with performing arts entities.
- Demonstrated strong interpersonal, customer service, communication, organizational, project management, and event management skills.
- Proficiency in Zoom, Microsoft Word, Excel and Outlook. Experience in StreamYard a plus.
- Competency in setting up and utilizing basic audio visual equipment
- Personable and collaborative attitude.
- Eligible to work in USA

### **Preferred:**

- Familiarity with Covid-19 and other Health and Safety Protocols.
- Experience with new media and technological innovations a plus.

### **Terms and Conditions**

- Full time.
- Compensation: Salaried, \$50,000 - \$60,000 plus medical insurance and DTH fringe benefits.
- Works in office environment.
- Evenings and weekends required.

Dance Theatre of Harlem is an equal opportunity Employer

No phone calls please. Submit a cover letter and resume to:  
administration@dancetheatreofharlem.org. In the subject line include first and last name - Events and Facility Manager search.