



JOB ANNOUNCEMENT: COMPANY MANAGER



PREFERRED START DATE: August 15, 2023

SALARY RANGE: \$55,000 - \$65,000

BENEFITS:

- Vacation Leave: 15 Days
- Personal/Sick Leave: 5 Days
- 403 (b) Retirement Plan with Immediate Vesting
- Insurances
 - Medical (85% Covered by SA!),
 - Dental/Vision (100% Covered by SA!)
 - Life and Disability insurance (100% Covered by SA!)

STEP AFRIKA!'S MISSION

Step Afrika! is the world's first professional company dedicated to the African American tradition of stepping. The Company's mission is to preserve and promote stepping through professional performances and to inspire young people in and out of school through arts education programs emphasizing teamwork, commitment, and discipline. Step Afrika! was founded in December 1994 by C. Brian Williams, an accomplished stepper who recognized the accomplished connections between

stepping and African percussive traditions. Williams explored this connection with the creation of Step Afrika! in partnership with



South African and American artists. Today, Step Afrika! is one of the top ten U.S. African American dance companies, introducing tens of thousands annually to stepping by performing at colleges and theaters worldwide. Step Afrika! serves audiences of all ages and backgrounds, emphasizing African American families with school-aged children.

JOB OPPORTUNITY

Since its founding in 1994, Step Afrika! has made incredible strides. The Company started as a small D.C. dance company with a \$250,000 budget, one staffer, and no board. Today, Step Afrika! is a \$3 million-plus organization that serves thousands annually. Step Afrika! is experiencing unprecedented demand in its tour and performance schedule. Each year the company serves more and more people with its original productions, world-renowned performances, and arts education programs. In 2022, Step Afrika! sold over 20,000 tickets in Washington DC and performed on stages across the nation and around the world, collectively reaching over 60,000 people. Beginning in August 2023, Step Afrika! will celebrate 30 years as the world's leading authority in the tradition and art form of stepping. Step Afrika!'s unique contribution to the artistic and cultural fabric of Washington, DC, and the world speaks volumes. The company's original performances capture audiences worldwide and resonate deeply with audiences everywhere. To sustain Step Afrika!'s growth, investment in the Company's core administrative capacities is critical.

Step Afrika! is seeking a highly motivated Company Manager to oversee the administrative and operational aspects of managing its full-time performers and guest artists. The Company Manager will work closely with the artistic director, executive producer, staff, and dancers to the seamless execution of the annual performance season. Please note that this is not a remote position and requires a dynamic and hands-on individual with excellent organizational, communication, and problem-solving skills.

RESPONSIBILITIES



Administrative Management

- Manage day-to-day administrative tasks, including scheduling, correspondence, and document management.
- Coordinate meetings, rehearsals, and performances, ensuring all logistics are in place.
- Assist with expense tracking and reporting.
- Maintain accurate records and databases, including dancer contracts and company policies.

Tour and Travel Coordination

- Coordinate domestic and international travel arrangements, accommodations, and logistics.
- Liaise with venues, presenters, and technical teams to ensure the smooth execution of performances.
- Manage transportation logistics for dancers, staff, and equipment during tours.

Production Support

- Assist with production planning and coordination, including scheduling rehearsals, costume fittings, and set design.
- Collaborate with technical and production teams to ensure smooth technical rehearsals and performances.
- Coordinate the acquisition, maintenance, and repair of dance equipment, touring vehicles, and costumes.
- Facilitate effective communication within the organization, ensuring that all relevant parties are informed and updated

Human Resources and Dancer Management

- Support in the recruitment, contracting, and onboarding of dancers.
- Assist with resolving conflicts and maintaining positive working relationships within the company.

QUALIFICATIONS

- Bachelor's degree in arts administration, arts management, or a related field (or equivalent experience).
- Minimum of 2-3 years of experience in arts administration, preferably in a dance or performing arts organization.

- Strong organizational and project management skills, with the ability to multitask and meet deadlines.
- Excellent written and verbal communication skills, with attention to detail.
- Proficiency in using productivity and office software (e.g., Microsoft Office Suite, Google Suite).
- Familiarity with financial management and budgeting.
- Knowledge of the dance industry, including touring and production processes, is preferred.
- Ability to work collaboratively as part of a team and independently with minimal supervision.
- Flexibility to work evenings and weekends as required during performances and tours.
- Passion for dance and a commitment to promoting diversity and cultural understanding.

HOW TO APPLY

To apply for this position, **candidates are invited to submit three professional references, a resume, and a cover letter detailing their interest in the position to our Director of Administration and Special Projects, Stacy N. Burwell, at sburwell@stepafrika.org**. To learn more about Step Afrika!, please visit www.stepafrika.org. Our most recent annual report can be found [here](#).

NOTE: The responsibilities and qualifications outlined above are intended to provide a general overview of the role of a Company Manager 1 for Step Afrika!. The specific duties and requirements may vary based on the organization's needs and priorities. This job description is intended to convey information essential to understanding the scope of the position and is not an exhaustive list of skills, efforts, duties, responsibilities, or working conditions associated with it.