



**FULL RADIUS DANCE
COMPANY MANAGER
JOB DESCRIPTION**

About Full Radius Dance

Dance Force, Inc. DBA Full Radius Dance is a physically integrated dance company based in Atlanta, GA. Founded in 1990 by artistic/executive director Douglas Scott, the company defines the term 'physically integrated' as dance that employs dancers with and without disabilities in the creation, rehearsal, and performance of the work. Full Radius Dance maintains an active schedule of performances, workshops, and classes and hosts an annual summer intensive in the Full Radius Dance technique. The company founded the Modern Atlanta Dance (MAD) Festival in 1993 and continues to produce it every spring.

Our Purpose

Through dance, champion the artistic equality of the disabled and non-disabled body.

Our Vision

To be a global leader in the art of physically integrated dance.

Our Mission

Redefining the boundaries of dance by bringing together disabled and non-disabled dancers through performance, education, and advocacy.

Our Values

Your body is perfect.


Your body has undiscovered movement.

Your body can experience dance.

PO Box 54453
Atlanta, GA 30308

 info@fullradiusdance.org

 www.fullradiusdance.org

 404-724-9663



Summary

The Company Manager will be an integral part of Full Radius Dance, responsible for the administration and logistical operations related to Company Dancers, rehearsals, performances, and touring. Reporting to the Artistic Director, this position works closely with the Artistic Director to implement and manage these areas.

The Company Manager will be hired as a part-time employee at eight hours per week with a schedule of Monday and Wednesday from 9 AM to 1 PM. From time to time, there may be an increase in hours per week because of performances, workshops and/or residencies. The contract will be for forty (40) weeks beginning on September 9, 2026 and continuing until June 12, 2027.

The rate of compensation is \$20.00 per hour.

Eight (8) hours of paid training will be provided.

The work location for this position will primarily be onsite.

Please note that this position's responsibilities may change in the future as Full Radius Dance continues to grow our administrative team.


Company Dancer Management

1. Develop, distribute, and file all seasonal contracts and handbooks for Company Dancers in collaboration with the Artistic Director.
2. Plan and implement the Company Dancers' annual orientation including all forms and documents necessary for employment, in collaboration with the Artistic Director.
3. Work with the Artistic Director to manage all dancer photo and video shoots, special events, and interviews.
4. Work with Company Dancers to realize needs for performances or special events including transportation, parking, costuming, etc.
5. Work with Artistic Director and Company Dancers to address access needs for both disabled and nondisabled dancers.
6. Work with Artistic Director to create and distribute Dancer schedules to include rehearsals, performances, fittings, special events, marketing needs, etc.

PO Box 54453
Atlanta, GA 30308

 info@fullradiusdance.org

 www.fullradiusdance.org

 404-724-9663



Rehearsals

1. Prepare the studio for rehearsal such as moving ballet barres, sweeping, and mopping.
2. Assure that daily attendance and absences for the Company Dancers have been recorded.
3. Serve as Rehearsal Director when the Artistic Director is unavailable or unable to attend rehearsal.
4. Maintain the shared seasonal Google Drive folder holding rehearsal videos, exercise videos, music files, photos, etc.

Performances/Touring

1. Be onsite at theatres and other venues as needed for Artistic Director and Dancer support.
2. Ensure the maintenance and upkeep of all costuming (washing, light mending, etc.) and props prior to, during, and after performances.
3. Work with the Artistic Director and Board Treasurer in planning and overseeing logistics for all Company contracted and touring engagements.
4. Create and distribute tour packets for Company Dancers, including information regarding travel, accommodations, and schedules.


Artistic Operations and Administrative Support

1. Serve as information hub ensuring efficient communication among Company Dancers, Artistic Director, Production Staff and others.
2. Practice positive internal communications and a favorable working relationship with all to promote a positive work climate which will be conducive to maximum morale, productivity, and effectiveness.
3. Perform other duties as required or requested by the Artistic Director.

PO Box 54453
Atlanta, GA 30308

 info@fullradiusdance.org

 www.fullradiusdance.org

 404-724-9663



Qualifications and Required Skills

1. Bachelor's degree or equivalent in experience preferred.
2. Strong evidence of project management in a performing arts context.
3. Ability to handle multiple tasks with accuracy and to establish and meet deadlines.
4. High professional standards with acute attention to detail.
5. Willingness to understand the nuances of diverse communication styles.
6. Proficiency with Word and Excel.
7. Investment and familiarity with the local dance scene.
8. Personal alignment with Full Radius Dance's purpose, vision, mission, and values.

Application Process

To be considered for the position, please email the items below in one PDF-formatted file with your name as the filename to info@fullradiusdance.org. Include "Company Manager Position" as the email's subject line. Submissions must include:

1. A cover letter including the following information: your interest in the position and the organization, evidence of the required experience (as outlined in the job description under "Qualifications and Experience"), the date you are available to start, and contact information for two professional references.
2. A résumé outlining your educational and professional experience.

If you feel you might be a good fit but don't meet every single criterion, we encourage you to apply anyway. We're eager to meet people that believe in our mission and can contribute in a variety of ways, not just candidates who check all the boxes.

Would you like to discuss this position in advance of applying or you do have access needs involving the application process? If so, please reach out to info@fullradiusdance.org with "Request for Meeting" in the subject line.

Prospective applicants are strongly encouraged to review our website at www.fullradiusdance.org before submitting materials for consideration.

PO Box 54453
Atlanta, GA 30308

 info@fullradiusdance.org

 www.fullradiusdance.org

 404-724-9663