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GIBNEY DANCE COMPANY

ADMINISTRATIVE DIRECTOR

JOB DESCRIPTION - OCTOBER 2019

The mission of Gibney is to tap into the vast potential of movement, creativity and performance to effect social change and personal transformation. Gibney's vision is to deploy resources and bring together disparate communities to ignite a cultural renaissance that has ripple effects far beyond the studio and stage. Gibney values:

- Respect – we are inclusive, courteous, and thoughtful
- Advocacy – we are supportive, principled, and catalytic
- Responsibility – we are collaborative, professional, responsive, and empowering
- Action – we are resourceful, proactive, and entrepreneurial

These values are intrinsic to Gibney and guide how we work together and interact with our core audiences.

POSITION SUMMARY

The Company Administrative Director is a full-time, exempt position. Reporting to Founder, CEO, and Artistic Director Gina Gibney ("Founder"), the Company Administrative Director will drive the dynamic expansion of the organization's resident dance company. This position is responsible for strategic planning and administrative oversight for every aspect of the Company. Essential aspects of the position include planning, budgeting, fundraising, donor cultivation, booking, marketing, and operations. This position is entrusted to drive the dynamic expansion and ongoing operation of a major Gibney initiative, working closely with the Founder and two Company Directors.

The Company Administrative Director will maintain knowledge of significant developments and trends in the field of contemporary dance, civic engagement, entrepreneurship, and non-profit management. The Company Administrative Director will be a focused and driven individual who is both strategic and action-oriented. A natural entrepreneur possessing outstanding business skills, this individual will be articulate, experienced, and effective.



RESPONSIBILITIES

STRATEGIC

- Drive and implement a dynamic expansion plan for Gibney Dance Company.
- Apply strategic skills guide course correction and plan for additional growth and opportunity.

ADMINISTRATIVE LEADERSHIP

- Deploy the Company's artistic vision, history, and philosophy to advance ambitious artistic and growth plans.
- Build and sustain a collaborative and inclusive management culture that fosters cooperation, communication, teamwork, and trust.
- Facilitate communication, program activity, and planning between the Founder and Company Directors.
- Manage a team consisting of a Company Manager, Company Development Manager, and Company Marketing Manager, and Company Administrative Interns.
- Communicate with clear expectations when assigning tasks, including deadlines.
- Ensure team members have the tools, resources, and systems they need to work effectively and with excellence.
- Manage outside consultants, including a Press Representative, Booking Agent, and Marketing Consultant.

ARTISTIC MANAGEMENT

- Ensure that the Artistic Associate (Company Members) needs are met and resources are available as needed.
- Negotiate dancer contracts and manage employee relations issues in cooperation with the Deputy Director of Human Resources and Culture.
- Negotiate contracts and help to manage relationships with Commissioned Artists, Collaborators and Guest Artists.

BOOKINGS

- Actively expand performance opportunities.
- Work with an outside Booking Agent or designated staff to actively cultivate meaningful and financially sustainable touring opportunities.
- Serve as a liaison between Company, presenters, and agents.
- Negotiate with presenters and booking agents to coordinate Company tours.



COMMUNITY RELATIONS & MARKETING

- Ensure that the Company and larger Gibney organization and its mission, programs, products and services are consistently presented in a strong and positive image.
- Work with a Marketing Consultant, the Director of Marketing, and the Company Marketing Manager to establish and reinforce new Company branding.
- Oversee the development and implementation of marketing strategies for residencies and partnerships.
- Forge and maintain important external relationships with the broader community, including funders, presenters, and other arts organizations.
- Serve as liaison between Company and the media, often through its Press Representative, for advertising and public relations activities.
- Represent the Company at performances, events, and cultivation activities.

EARNED REVENUE & DEVELOPMENT

- Cultivate opportunities for earned revenue streams from performances, residencies, and partnerships.
- Work with the Development staff, led by the Senior Director of Development and Revenue Strategies, to cultivate, establish, and sustain donor relationships, including individual, corporate, foundation, and government sources.
- Support grant and final report writing, contract compliance, sponsorships, and annual appeals.

FINANCE

- Oversee financial planning, forecasting, and reporting for the Company. Ensure that the budget supports the organization's larger strategic objectives.
- Collaborate with the finance team to prepare the annual Company budget.
- Support the Finance team in reporting to the Board's Audit & Finance Committees.
- Support the Finance and Development teams in preparing budget proposals, financial reports, and interim and final reports.
- Prepare ad hoc financial analyses and reports to support Company decision making.
- Gather, verify, and communicate budgetary information, policies, and procedures to enhance financial strategy and decision making.

OTHER

Gibney is a growing organization and employees are often called upon to perform other duties essential to accomplish organizational goals and meet important deadlines.



NONPROFIT EMPLOYMENT CONSIDERATION

Gibney is a mission-based nonprofit performing arts organization. Working in this sector can be personally rewarding, with intrinsic benefits and distinct opportunities for growth. However, the compensation will never match that of the private sector or more highly resourced art forms. Candidates for employment are advised to carefully consider their decision to work in this field before seeking or accepting a position at Gibney.

QUALIFICATIONS

The model Company Administrative Director candidate will possess the following experience and qualifications:

- A Bachelor's degree and/or equivalent experience. Master's preferred.
- 8+ of leadership and operational experience in an arts-related organization.
- Extraordinary commitment to the national dance community.
- Outstanding leadership ability, including non-profit dance leadership experience.
- Entrepreneurial spirit, enthusiasm, creativity, resourcefulness, and the strategic ability to drive and expand major initiatives.
- Strong understanding of finance and budget management, including budget preparation, analysis, and reporting.
- Flexible, adaptable, and resourceful.
- Demonstrated skill at developing and implementing strategies that have taken an organization to the next stage of growth or stability.
- Strong skills in planning, delegating, program development and task facilitation.
- Excellent verbal and written communications skills.
- Comfortable working in a small, open office space.
- Professional, ethical, and able to maintain the highest level of confidentiality.
- Proven commitment to inclusion.

EQUAL OPPORTUNITY STATEMENT

Gibney provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type because of race, color, religion, sex, sexual orientation, gender identity or expression, the status of being transgender, age, national origin, marital status, citizenship or veteran status, disability, or any other characteristic protected by law. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.



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APPLICATION INSTRUCTIONS

Deadline for submissions is November 7, 2019. However, prompt submission is strongly encouraged.

To be considered for the position, please submit a cover letter and résumé to position@gibneydance.org.

Please include the following information in your cover letter: your interest in the position and the organization, evidence of the required experience (as outlined in the job description under "Qualifications and Experience"), salary requirement, the date you are available to start, and contact information for three professional references

Please include "Company Administrative Director" as the email's subject line.

All expressions of interest and conversations will be held in the strictest confidence; references will not be contacted without the candidate's permission. Incomplete submissions will not be considered nor will submissions sent via postal mail or fax. No calls please.

Prospective applicants are strongly encouraged to review the complete job description on our website at www.gibneydance.org/about/jobs/ before submitting materials for consideration. Gibney will not consider submissions from applicants that do not have the required experience. Gibney will not consider submissions through employment agencies or online services.