

GIBNEY COMPANY

GENERAL MANAGER

JOB DESCRIPTION - WINTER 2020

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 CONTEXT

On January 8, 2020, Gina Gibney, Founder, Artistic Director, and CEO of Gibney—the trailblazing, New York-based dance and social justice organization—announced a \$2 million gift from Andrew A. Davis, a Trustee of the Shelby Cullom Davis Charitable Fund, to support the transformation of its resident dance troupe, Gibney Company. In the next phase of an ongoing visionary expansion of the Gibney organization, Gibney Company, formerly Gibney Dance Company, will become a commission based, repertory company that works with renowned and rising international choreographers representing a broad range of aesthetics and techniques. With new possibilities for commissioning original works, Gibney Company will retain its longstanding spirit of experimentation while taking a leading role in shaping a more robust landscape for contemporary dance in New York, and beyond. The Company, which will double in size, will perform regular seasons in New York and tour nationally. Gibney Company will make its debut at The Joyce Theater in November 2021.

POSITION SUMMARY

The Gibney Company General Manager is a new full-time executive position at the Gibney organization. Reporting directly to Founder, Artistic Director and CEO Gina Gibney (“Founder”), the General Manager will be responsible for the administrative direction of every aspect of the Company. This position is entrusted to drive the dynamic expansion of the



Company through the building of new relationships, partnerships, and entrepreneurial initiatives. Essential aspects of the position include planning, budgeting, and operations, as well as supervision of booking and marketing.

The Company General Manager 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 LEADERSHIP

- Work directly with the Founder to drive and implement a dynamic expansion plan for Gibney Company.
- Apply strategic skills, guide agile course correction, and plan for additional growth and opportunities.

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.
- Effectively manage a team consisting of a Company Manager, Company Development Manager, Company Production Manager (new position), Company Administrative Associate, and Company Administrative Interns.
- Coordinate outside consulting teams, including a Press Representative, Booking Agent, and Marketing Consultant.

ARTISTIC MANAGEMENT

- Ensure that the needs of the Directors and Artistic Associates (Company Members) are met, and that resources are available as needed.
- Maintain effective communication with and among the Company artistic staff.
- Negotiate dancer contracts and manage employee relations issues in cooperation with the Deputy Director of Human Resources and Culture.
- Manage relationships with Commissioned Artists, Collaborators and Guest Artists.
- Negotiate fees and royalty agreements for all new works, including choreographers, designers and music licensing and rights.
- Manage relationships and contracts with choreographers, designers, collaborators, and technical personnel.



BOOKING

- Work with the Booking Agent and designated staff to actively cultivate meaningful and financially sustainable touring opportunities.
- Work with the Booking Agent and designated staff to plan tours and negotiate contract terms.
- Manage relationships and contracts with all venue and presenters.
- Supervise and approve touring itineraries, rehearsal and technical schedules, including production schedules for the creation of new works, coordinating with other departments as necessary.
- Manage presenter settlements as well as reconciliation of box office revenues for self-produced engagements.

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.

COMMUNITY RELATIONS & MARKETING

- Forge and maintain important external relationships with the broader community, including funders, presenters, and other arts organizations.
- 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 and the Director of Marketing to establish and reinforce new Company branding.
- Oversee the development and implementation of marketing strategies for residencies, partnerships, and community initiatives.
- Represent the Company at performances, events, and cultivation activities.

FINANCE

- Oversee financial planning, forecasting, and reporting for the Company
- Collaborate with the finance team to prepare the annual Company budget.
- 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.



890 BROADWAY
FIFTH FLOOR
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ENTER 53A CHAMBERS
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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 General Manager candidate will possess the following experience and qualifications:

- Extraordinary commitment to the national dance community.
- Outstanding leadership ability, including non-profit dance leadership experience.
- Entrepreneurial spirit, enthusiasm, creativity, and resourcefulness.
- Demonstrated skill at developing and driving strategic initiatives that have taken an organization to the next stage of growth or stability.
- A Bachelor's Degree and/or equivalent experience. Master's Degree preferred.
- 8+ of leadership and operational experience in an arts-related organization.
- Strong understanding of finance and budget management, including budget preparation, analysis, and reporting.
- Flexible, adaptable, and resourceful.
- 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.



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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.

APPLICATION INSTRUCTIONS

To be considered for the position, please submit a cover letter and résumé to:

Camille Byers
Deputy Director of HR & Culture
camille@gibneydance.org

Please include 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"), salary requirements, and contact information for three professional references. Please include "Company General Manager" in 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 phone 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.