



890 BROADWAY
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GINA GIBNEY DANCE, INC.

EXECUTIVE TEAM ASSOCIATE

NEW HIRE

Gibney's mission is to tap into the vast potential of movement, creativity, and performance to effect social change and personal transformation. Gibney's vision is to bring together communities working at the intersection of art and social justice to build momentum and catalyze action beyond the studio and stage.

Gibney is a dance company, a performing arts hub, and a social action incubator located in New York City. Our artistically acclaimed and socially active **Company** of Artistic Associates performs works by renowned and rising contemporary choreographers. Gibney's **Community** initiatives use art to prevent and move beyond violence 365 days a year. We are the steward of two beautiful locations comprising a vibrant performing arts **Center**. Through expansive programming, we push boundaries, address pressing issues, lift voices, and mobilize the power of movement to transform lives and, in turn, change the world.

Gibney embodies ...

Respect – *we are considerate, thoughtful, and act with integrity.*

Advocacy – *we are supportive, principled, and catalytic.*

Responsibility – *we are collaborative, responsive, and dedicated to sustainable change.*

Action – *we are resourceful, proactive, enterprising, and resilient.*

Equity – *we are inclusive and committed to justice, anti-racism, anti-oppression, and diversity.*

These values are intrinsic to Gibney and guide how we interact with our core communities.

POSITION SUMMARY

Position Title: Executive Team Associate

Reporting Structure: This position reports to the Executive & Board Liaison.

Location: This is an on-site (890 & 280 Broadway, NYC) position.

Core Hours: The typical working hours are Monday-Tuesday & Thursday-Friday, 11AM-4PM, Wednesday 1PM-6PM. This position further requires occasional nights and weekends work.

Job Classification: Part-time, Non-Exempt

Essential Duties: The Executive Team Associate (ETA) is an integral member of Gibney's Executive Team, consisting of Founder, Artistic Director & CEO (CEO) Gina Gibney, Managing Director (MD) Jenny Thompson, and Executive & Board Liaison (EBL) Alaina Wilson. The ETA works



to directly assist the Executive & Board Liaison (EBL) in managing information, administrative tasks, and Executive team projects.

Position Summary: The Executive Team Associate (ETA) is a focused, task-oriented, and reliable team player. The ETA will create capacity for others, record and track important information, and promote streamlined internal communications. Collaborating closely with the EBL, the ETA will assist in managing a dynamic range of administrative tasks and projects integral to the executive functions of Gibney. The ETA will manage tasks projects as delegated by the EBL and CEO. Given the organization-wide scope of Executive Team projects, the ETA will collaborate with all levels of Gibney's staff. The ETA is expected to exercise proactive communication, high levels of discretion, and close attention to detail.

RESPONSIBILITIES

REGULAR TASK MANAGEMENT: 60% of Time

- Manages the addition, tracking, and progress of items on the Executive Team Action Items Document and moves select actions forward, as delegated
- Manages and maintains a high level of organization and documentation within the organization's OneDrive file storage system
- Supports the EBL with internal and external communication drafting
- Facilitates the documentation of the CEO's development-related actions or tasks within PatronManager-Salesforce
- Assists in procuring internal reports from PatronManager-Salesforce (e.g., Gibney Artistic Leadership Team PatronManager-Salesforce report, Box Office Reports, etc.) ensuring data is accurate and clean
- Attends and takes notes at select meetings, further tracking, disseminating, and following up on team member action items
- Synthesizes information for various purposes (e.g., draft agendas, itineraries, briefs for upcoming meetings or discussions, etc.)
- Coordinates the scheduling and implementation of the Executive Leadership Team's weekly Staff Greetings
- Undertakes general administrative tasks on behalf of the Executive Team, as delegated

BACKEND BOARD MANAGEMENT SUPPORT: 20% of time

- Regularly updates the Board Portal with relevant information (e.g., financial statements, final Board meeting materials and Board meeting minutes, recent press, annual refresh of all Gibney documents/member toolkit items, etc.)
- Maintains accurate reflection of Board membership across all mediums (Board lists, letterhead, Board Portal, Gibney website, New Funder Credits, Committee Lists, Board Matrix, PatronManager-Salesforce, and more)



- Supports select Board needs and projects (e.g., reports, research, filing of annual Conflict of Interest Forms and new Board Member paperwork, etc.)

FLUID PROJECT MANAGEMENT: 20% of Time

- Collaborates on and/or manages finite projects only as assigned by the EBL and CEO (to ensure adequate bandwidth)
 - Projects might include research, data, technology, archiving, scheduling, information gathering or sharing, advancement (as related to Development and/or Marketing), administration (as related to HR, Rentals, Operations, and/or Finance), programs (as related to Gibney Company, Community, and/or Center), and/or other projects that may fall outside the scope of Gibney's departments

OTHER

Gibney is a growing organization and employees are often called upon to perform other duties that are essential to accomplish organizational goals and meet important deadlines. This kind of work should only be disseminated by the direct supervisor of that staff member and include relocating their original work for that time frame.

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 employment at Gibney.

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.

Gibney is strongly committed to providing reasonable accommodations of disabilities during the application and hiring process. If required, please contact Senior Manager of Human Resources, Mario Alberto Flores at mario@gibneydance.org.

QUALIFICATIONS



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- An appreciation for Gibney's mission, the performing arts, and social justice
- A minimum of 1 year of work experience in nonprofit development
- Existing database experience; Salesforce-PatronManager experience is highly preferred
- Bachelor's degree in a related field and/or relevant experience
- Commitment to inclusion, diversity, equity, and access in the workplace and sector
- Exceptional attention to detail and project management skills
- Exceptional comfort working in Microsoft Excel
- Strong verbal and written communication skills
- Ethical work behavior with ability to maintain confidentiality and a professional demeanor
- Ability to work independently and within a collaborative team environment
- Availability to work occasional nights and weekends

Additionally, all Gibney staff must be fully vaccinated and boosted per Gibney's Staff COVID-19 Vaccination Policy. Select reasonable accommodations are permitted; please contact safety@gibneydance.org to determine your eligibility.

Gibney is committed to building inclusive teams that reflect the diversity of its community and allow staff to leverage their unique perspectives, skills, and potential. We strongly encourage applications from individuals who may not meet all the "ideal qualifications," but have transferrable skills or experience.

COMPENSATION & BENEFITS

This is a part-time (20-25 hour/week position) with an hourly rate of \$20; however, exceptionally qualified candidates will be considered at levels commensurate with their experience. Part-time staff also have access to a 401K and discounted dance class and rehearsal space.

APPLICATION INSTRUCTIONS

To be considered for the position, please submit your application to: Alaina Wilson, Executive & Board Liaison at alaina@gibneydance.org.

Your application should include a brief cover letter, resume, and 2 references. Applications will be accepted until the position is filled.

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 that are sent via postal mail, fax, or phone. Thank you.