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Executive Director, New York Theatre Ballet

Diana Byer dianabyer@nytb.org New York Theatre Ballet 30 East 31st Street, 5th Floor New York, NY 10016 (212) 679-0401 [► Share](#) | [Print](#) | [Download](#)

General Overview:

Founded by Artistic Director Diana Byer in 1978, New York Theatre Ballet is the most widely seen chamber ballet company in the United States and has been hailed by *The New York Times*' Alastair Macauley as "an invaluable company." Its roster includes dances by Frederick Ashton, Agnes de Mille, José Limón, Antony Tudor, Jerome Robbins, Merce Cunningham, and Richard Alston.

Description:

The Executive Director is the chief executive of New York Theatre Ballet (NYTB) and Ballet School NY and must be passionate about ballet and bringing dance to a diverse audience, adults and children. In this role, the Executive Director is responsible for all organizational policies, procedures, programs, and the finances of the organizations. The role requires the Executive Director to work collaboratively with multiple constituencies and inspire the many diverse groups which NYTB reaches. The Executive Director must have experience with a dance or performing arts organization and demonstrate a record of financial and operational management, and be a proven fundraiser who develops and maintains successful relationships with individual donors, foundations, corporations and government funders.

The Executive Director oversees all staff, consultants and faculty and is the primary fundraiser and spokesperson for the organization. The Executive Director will conceptualize, oversee, and implement fund raising initiatives, manage board relations, and facilitate decision making in collaboration with the Artistic Director. He/she will be present at performances, programs, fundraising events, and coordinate the activities of all outside resources such as consultants, presenters, guest faculty, etc. Along with the Artistic Director, the Executive Director is the "face" of the organization, addressing the public, donors, funding organizations, and patrons.

The position requires the following specific tasks to be performed by the Executive Director:

- Establish all organizational policies, procedures, and serve as primary spokesperson for the organization
- Serve as chief executive officer for NYTB and Ballet School NY, reporting to the Chairman of the Board and to the Board at each board meeting
- Responsible for the financial health of the organization and ensure that earned and contributed income meets budget projections; oversee program, budget, and performance development; and manage fundraising activities on behalf of the organization
- Collaborate with the Artistic Director on all company logistics, scheduling and performance management for touring engagements and home performance seasons; set the company performance calendar
- Maintain positive and collaborative relationships with all vendors and community partners while working closely with the staff. This includes supervising the Finance Manager, Grants Officer, Administrative Assistant, Interns, Production and Stage Managers, Publicist, Graphic Designer, Accountant, and Insurance Brokers
- Manage fundraising efforts with the Artistic Director, Board Chair and development consultants
- Manage the activities of the production design team and ensure that artistic agenda is being carried out in a timely manner and on budget
- Represent the organization to the outside world via the media and at programs, performances, meetings, and events
- Responsible for all electronic media and day-to-day maintenance of the NYTB/BSNY website, e-blasts, and social media
- Report on the status of the organization's finances, operations, performances, and activities to the NYTB Board of Directors at each board meeting; prepare relevant reports and presentations for the Board's review
- Work with the Grants Officer in the development, management, implementation, and follow-up of all grants
- Develop new income sources and continue current financial relationships
- Work closely with NYTB publicist for all performances
- Manage in-house ticket sales and subscriber relations. Work closely with theater box office staff during performance seasons

Please send your cover letter, resume and three references to Diana Byer at dianabyer@nytb.org

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