

Thursday, May 28, 2015

Director

Company: Chen Dance Center

Location: New York, NY

Compensation: \$35-45K with benefits, depending on experience.

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Director, Chen Dance Center –

Chen Dance Center, based in New York City, is a dynamic non-profit organization that provides for the cultural vitality of the performing arts community through its three affiliates: H.T. Chen & Dancers, The School, and The Theater. All of CDC's programs and activities reflect its ongoing mission to provide moving experiences in Asian-American arts and contemporary dance through artistic creation, arts education, and presentation. Established in 1978, the organization has a permanent residence in an 1891 renovated school building with three studios in the heart of Manhattan's Chinatown, and an auxiliary studio in NOHO.

Chen Dance Center seeks a full-time Director to oversee administrative, fundraising, financial functions, and the efficient operation of the organization. Reporting to the Board of Directors and serving as partner to the Artistic Director and Associate Director, the MD must have excellent writing skills, the ability to work independently on deadlines, and superior organizational capacity. Experience with budget creation and management (including QuickBooks), grants writing, budgeting, financial tracking, accounting, and event planning required.

Responsibilities

Primary role will be promoting the company to potential presenters, donors and audiences and interfacing with foundations, the arts community, government officials and the Board of Trustees. Will work closely with the artistic director and associate director and be responsible for managing and motivating a staff of 2. Other responsibilities include: development, bookings, marketing, budgeting, and planning special events.

Qualifications

- * Minimum of five years' experience in responsible position(s) in management and administration, preferably in the arts.
- * Proven track record in the areas of management, budget preparation, marketing, fundraising, fiscal control, and planning.
- * Excellent written and verbal communication skills.
- * Demonstrated skills as a team leader with ability to work harmoniously with artists, staff, Board of Directors, general public, and volunteers.
- * Any combination of education and experience equivalent to a Bachelor's Degree in Arts Management, Business Administration, or closely related fields.

Familiarity with social media as a marketing tool.

*Strong interest in contemporary dance and Chinese culture.

* Familiarity with/or fluency in Mandarin are helpful, but not essential.

Personal Attributes:

Strong interpersonal skills.

Upbeat and highly energetic.

Strong personal commitment to the Arts.

To Apply: Send or e-mail cover letter, resume and writing samples to: Dian Dong, Associate Director, Chen Dance Center, 70 Mulberry Street, 2nd Floor, New York, NY 10013; Email: diandong@chendancecenter.org. Website: www.chendancecenter.org.

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