

Saturday, August 8, 2015

Company Producer

Company: Gibney Dance

Location: New York, NY

Compensation: Commensurate with Experience

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Scott Shaw

Company Producer

(Full or Three Quarter Time Permanent Position)

The mission of Gibney Dance is to bring the power of movement where it otherwise would not exist. Our vision is to be a trailblazing force in the community, tapping into the vast potential of movement, creativity and performance to effect social change and personal transformation. Through three interrelated fields of action—Center, Company, and Community Action—Gibney Dance is "Making Space for Dance," whether in the studio, on stage, or in underserved shelters and schools.

I. POSITION OVERVIEW

In advance of Gibney Dance's 25th Anniversary Season, we are expanding our resident Dance Company and creating a new model that will mobilize dancers individually and collectively as artists, activists and members of a creative community. The newly-envisioned Dance Company will embrace an extremely broad spectrum of activities, both in the studio and in the larger community. The Company Producer will play a key role in the successful realization of this new model.

II. RESPONSIBILITIES

The Company Producer (CP) is responsible for the overall administration of the Company's activities and oversees multiple areas of involvement. While tasks and duties vary throughout the year based on the Company's greatest needs as they occur, the Company Producer's primary responsibility is the planning and smooth implementation of all Company performances and activities. The CP serves as a liaison between the Company and other GD departments, and handles all communications and logistics pertaining to the Company.

The Company Producer's key areas of responsibility include:

- Building a New Vision & Model for the Company
- Producing the Company's Artistic Programs
- Company Administrative Direction

Building a New Vision & Model for the Company

The Company Producer will work with the Artistic Director/CEO, Associate Artistic Director and Director of Programs and Presentation to create a new vision and model for the Company that:

- Reflects the new identity of the organization
- Positions the troupe as the resident Company of both of our Centers
- Builds on the synergies of our three-pillar model
- Capitalizes on new opportunities
- Develops great visibility for the Company and its individual members
- Lays groundwork for a Company "legacy"

In addition, the CP will:

- Serve as a spokesperson and advocate for the Company, both within and outside of the organization
- Develop new Company projects and initiatives, such as dance-mobile and Work by Women/The Legacy Project
- Conceive and implement strategies to expand performance opportunities
- Work with the Artistic Director/CEO, Associate Artistic Director and Director of Programs & Presentation to develop new ways to robustly integrate the Company into the Center. Moreover, the CP will work to broaden the involvement of Company members in every aspect of the organization's structure and programming
- Initiate, set the agenda for and conduct regular meetings with other organizational departments and external constituents and partners to ensure that activities are fully recognized and supported, that there is organization-wide investment in the Company, and that groundwork is being built for the Company's future

Production of Company Artistic Programs

The Company Producer will serve as the lead driver of all Company Artistic Programs including Performance Seasons and Events, Global CAR performances, Work by Woman/The Legacy Project and dance-mobile

- The Company Producer is responsible for all aspects of planning, producing and evaluating Company Performance Seasons and Events (inside and outside the Gibney Centers) including: annual seasons, open studios, showings, cultivation events and the annual benefit performance
- The Company Producer is responsible for all aspects of planning, producing and evaluating Company performances within Global CAR Residencies
- The Company Producer will work with the Artistic Director and Associate Artistic Director to develop the vision and long-term plan for Work by Women/The Legacy Project. In addition, the CP is responsible for ongoing planning, producing and evaluating all Work by Women projects. The CP will serve as an administrative liaison to guest choreographers and guest artists, handling contracts, scheduling, logistics and rights and permissions issues
- The Company Producer will work with the Artistic Director/DCEO, Associate Artistic Director and Director of Programs & Presentation to develop the vision and long-term plan for dance-mobile. The CP is responsible for ongoing planning, producing and evaluating all dance-mobile projects. This will involve developing a strong working knowledge of the permits, practices that are required to produce work in public spaces. The CP will serve as an administrative liaison to guest artists, handling contracts, scheduling, logistics and rights and permissions issues

Company Administrative Direction

The Company Producer's general responsibilities include:

- Develop a strong working relationship with other departments within the organization
- Oversee administrative operations of the Company and provide high-level support as need to the Artistic Director/CEO and Associate Artistic Director
- Coordinate all logistics for the Company, as well as collaborators and guest artists hired for specific projects
- Serve as point of contact with individual company members on scheduling and event timelines/itineraries, payroll and benefits issues, attendance and sick leave/vacation records, event schedules and itineraries
- Work with the Artistic Director/CEO and Associate Artistic Director to set agendas for and run the weekly Company meeting

Financial Administration

- Monitor project budgets and discuss overarching financial needs with the Artistic Director/CEO
- Anticipate financial needs and request funding in advance
- Submit financial requests and paperwork to the Finance Manager

III. REQUIREMENTS

- Bachelor's Degree
- 5+ years of experience in arts management and event/performance planning and implementation
- Demonstrated experience and commitment to the dance field, and a deep understanding of the cultural landscape of New York City and the U.S.
- Commitment to the intersection of the arts and social justice
- Excellent writing and communication skills
- Excellent organizational skills
- Experience and comfort with technology
- Ability to work independently and in a team
- Driven

To be considered for the position, please email the items below in one PDF-formatted file with your name as the filename to position@gibneydance.org. Include "Company Producer" as the email's subject line. Submissions must include:

- (1) A substantive cover letter including the following information: where you found the position listed, your interest in the position and the organization, the date you are available to start, and contact information for three professional references.
- (2) A résumé no longer than two pages outlining your educational and professional experience and salary history.

Incomplete submissions will not be considered nor will submissions sent via postal mail or fax.

Candidates are strongly encouraged to apply ahead of the submission deadline.

Prospective applicants are strongly encouraged to review our website at www.gibneydance.org before submitting materials for consideration.

Gibney Dance
890 Broadway Fifth Floor
New York, NY, 10003
2126778560
www.gibneydance.org

For more information:
Hiring Manager
position@gibneydance.org
2126778560

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