

## FOR ARTISTS

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Wednesday, May 5, 2021

## General Manager

Company: Steps on Broadway

Location: New York, NY

Compensation: \$75,000 to \$85,000 annually

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Steps on Broadway, the internationally-recognized dance training center located on the Upper Westside, is searching for candidates for the position of General Manager. This is an opportunity for a confident, intelligent leader to direct studio operations and have a substantial positive impact on the organization.

Responsibilities include management and oversight of the administrative functions, including operations, facilities, administration, finance, and human resources. Candidates should have excellent financial management skills, significant knowledge of human resources best practices, and the ability to trouble shoot and problem solve at all levels of the organization. The right candidate will be a strong manager who demonstrates hard work by example, who is able to negotiate skillfully, and who listens well, bends when appropriate, and yet is firm and decisive when necessary. Candidates should have an enthusiastic, outgoing, and collaborative personal style with excellent interpersonal, analytical, and communication skills.

Minimum of seven years of equivalent experience in the performing arts/education field. Minimum of a bachelor's degree required. For a detailed job description, go to <https://www.stepsnyc.com/about-us/employment-opportunities/>.

Interested candidates should send a cover letter and resume to [hr@stepsnyc.com](mailto:hr@stepsnyc.com). Please enter "General Manager" in the subject line. No phone calls please. As an Equal Opportunity Employer, Steps strives to represent in its employees the diverse world in which we live. Therefore, we strongly encourage people from underrepresented groups to apply to work at Steps. We endeavor to treat every candidate who applies equally and fairly without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, marital status, age, military or veteran status, mental or physical disability, pregnancy, and any other factor prohibited by law.

Steps on Broadway  
2121 Broadway, 3rd Floor Steps on Broadway  
New York, NY, 10023  
2128742410  
[www.stepsnyc.com](http://www.stepsnyc.com)

For more information:  
Human Resources  
[hr@stepsnyc.com](mailto:hr@stepsnyc.com)

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