

Monday, July 26, 2021

iLAND hiring a Part-Time Managing Director

Company: iLAND

Location: New York, NY

Compensation: \$38/hour, ~5hours/week

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LAND is seeking an enthusiastic not-for-profit Managing Director interested in contemporary dance and environmental issues. This unique position will involve working with renowned choreographer Jennifer Monson and in coordination with Artpool to support iLAND programming, institutional giving, and day-to-day operations. Artpool is a membership organization that supports iLAND's payroll, compliance and other administrative tasks involved in the management of not-for-profit organizations.

As iLAND is a small organization, this role is for part-time (on average, 5 hours/week) hourly employment, with sick pay accruing according to New York State Department of Labor standards. While the job requires management of multiple departments week to week, most "departments" of the organization do not require active work every week. Many tasks are supported by Artpool's workflow.

The work responds to the seasonal needs of grant deadlines and programming and can be flexible to accommodate schedules and needs. This is a particular role that requires someone to be able to project manage multiple projects over a longer period of time while having an attention to detailed administrative tasks.

Schedule and Pay Structure

~5 hours/week at \$38.00/hour paid bi-weekly.

Aside from a weekly phone meeting with Jennifer, work is conducted independently with flexible hours. iLAND's office and computer are available for use if needed.

Weekly hours may vary season to season depending on programming and grant deadlines, etc.

Job Search Timeline

Application deadline: August 6, 2021

Please email a resume, three references, and cover letter to info@ilandart.org, with "Managing Director 2021" as the subject.

Interviews will take place between Aug 9-11.

An ideal start date for this job is Aug 23 with some flexibility, but no later than early September.

For the full job description, [see here](#)

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For more information:
Jennifer Monson
info@ilandart.org

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