

Monday, September 13, 2021

Managing Director of Administration, Gibney

Company: Gibney
Location: New York, NY
Compensation: \$115,000 to \$135,000. Exceptionally qualified candidates will be considered at levels commensurate with their experience.

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Gibney, a major force for dance and social justice in New York City, welcomes nominations and applications for the newly designed position of Managing Director of Administration, available in the Fall of 2021.

The Organization

www.gibneydance.org

Founded by choreographer, entrepreneur, and activist Gina Gibney in 1991, Gibney is a dance company, a performing arts hub, and a social action incubator located in New York City. Gibney's mission is to tap into the vast potential of movement, creativity, and performance to effect social change and personal transformation. Gibney's vision is to bring together communities working at the intersection of art and social justice to build momentum and catalyze action beyond the studio and stage.

Gibney's artistically acclaimed Company of Artistic Associates performs works by renowned and rising contemporary choreographers. Gibney is the steward of two downtown Manhattan locations with studio, rehearsal, and performances spaces that create a vibrant performing arts Center. Gibney's Community initiatives use art to prevent and move beyond violence 365 days a year. Through expansive programming, Gibney pushes boundaries, addresses pressing social issues, lifts voices, and mobilizes the power of movement to transform lives and, in turn, change the world. Gibney embraces the values of respect, advocacy, responsibility, action, and equity. These values are intrinsic and guide how all at Gibney work and interact with their core communities.

A decade ago, Gibney was a modest nonprofit with two staff members, 15 Board members, and a \$500K budget. Over the past ten years, Gibney has grown – physically and programmatically – into a \$9M+ enterprise with two Lower Manhattan locations, 70+ staff, and 23 Board members. Time and again, Gibney has answered the call to help mitigate the space crisis in the dance field. In 2012, building on a successful earned income model, Gibney completed a 16,000 square foot expansion at 890 Broadway and took on the entire 5th floor. Two years later, Gibney was approached by the City of New York to take over, renovate, and build out a vacated cultural space at 280 Broadway in Tribeca. In 2018, Gibney began an additional 10,000 square feet renovation of previously underutilized space at 280 Broadway to create six new, high-tech studios. In all, Gibney's facilities provide approximately 55,000 sq. ft. of available space for dance.

Today, Gibney operates 23 studios and five performance spaces across its two Centers, making Gibney the largest non-profit operator of artistic workspace in the U.S. The organization prides itself on providing a comprehensive artistic ecosystem that holistically supports artists.

Throughout Covid-19 restrictions, Gibney has made space available through virtual offerings and hybrid models while preparing a "Reopen, Rebuild, Realize" trajectory designed to catapult the organization through the next phase of growth.

The Position

Reporting to Gina Gibney - the Founder, Artistic Director, and CEO - the Managing Director of Administration will design, implement, and oversee the infrastructure and systems that support Gibney's strategic objectives. The Managing Director of Administration (MD) is responsible and accountable for all administrative operations, facilities, and human capital systems, including technology, human resources, risk management, and physical infrastructure. The Managing Director of Administration is a member of Gibney's Executive Leadership Team, working closely with the Managing Director of Advancement and the Finance Director as well as Gibney's artistic leaders. The MD of Administration supervises the Director of Operations and the Senior Manager of Human Resources and oversees a team of 18 full- and part-time operations staff. The MD will recommend changes and recruit additional personnel, including a Director of Human Resources, to support Gibney's mission and artistic programs.

The Managing Director is responsible for the operation of Gibney's facilities at 280 and 890 Broadway, including planning, construction management, safety and emergency preparedness, information technology, energy management, space inventory management, maintenance, custodial services, and building code and law compliance. The MD evaluates and improves infrastructure, technology, operating systems, administrative policies, and procedures as needed.

The Managing Director of Administration oversees a \$4 million personnel budget and a \$2 million operations budget. The MD manages Gibney's human capital. The MD instills a learning culture and supports human resource development through professional training, competitive compensation, and benefits; supports Gibney's commitment to equity and racial justice; and advances Gibney's on-going work toward becoming a more diverse, inclusive, accessible, and anti-racist organization.

The MD partners with the Finance team to ensure effective financial tracking and reporting across departments. The MD builds cross-departmental relationships and processes to facilitate effective communication, collaboration, information sharing, and a culture of

transparency. The Managing Director serves as liaison with the Board of Directors and is an ex officio member of the Finance, Audit, and Governance Committees and their respective sub-committees. A key leader in the next phase of Gibney's growth, the Managing Director is a full-time, exempt employee whose regular on-site presence and visibility is essential.

Candidate Profile

The ideal candidate will be a leader with a minimum of ten years' experience in general management, operations, budgeting, and human resources management of a not-for-profit organization, preferably in the performing arts. A working knowledge and love of dance will be an asset. An MBA or advanced degree in management, while not required, is preferred.

The successful candidate will have significant facilities management experience. The candidate will be knowledgeable about rental and leasing policies, building codes and regulations, tenant/landlord relations, facilities maintenance, construction oversight, information technology infrastructure, risk management, staffing, and security.

The successful candidate will have knowledge, skills, and experience in the area of human resources, including staff recruitment, engagement, supervision, training, professional development, evaluation, promotion, termination, compensation, and benefits administration. The successful candidate will be familiar with best practices in the workplace and knowledgeable about local, state, and Federal employment policies, requirements, and regulations. The successful candidate will be committed to racial equity and to advancing opportunities and access for racially and culturally diverse artists, employees, community members, and partners.

The successful candidate will be a strategic thinker with excellent analytic and planning abilities and a management style that encourages collaboration, teamwork, and transparency. The candidate will be creative and entrepreneurial with the ability to lead and manage change in the fast-paced, high-energy environment of New York City. The successful candidate will be a person of integrity and high ethical standards who is patient, flexible, and kind. The successful candidate will have the demonstrated ability to work effectively with performing artists and to foster an environment that enables artists to do their best work.

The successful candidate will be willing and able to accept a flexible work schedule that includes evenings and weekends and requires on-site presence and visibility at Gibney's two sites in downtown Manhattan. Working remotely is not an option for this position except when mandated by government authorities. All individuals, including the Managing Director of Administration, must be fully vaccinated in order to enter Gibney's sites.

Compensation

The salary range for this position is \$115,000 to \$135,000. Exceptionally qualified candidates will be considered at levels commensurate with their qualifications and experience.

Applications

Gibney is committed to inclusion, diversity, equity, and accessibility in all facets of the organization and welcomes recommendations, nominations, and applications from all qualified candidates. Gibney provides equal employment opportunities to all employees and applicants and prohibits discrimination and harassment of any type because of race, color, religion, age, national origin, sex, sexual orientation, gender identity or expression, the status of being transgender, marital status, disability, or any other characteristic protected by law.

Please submit a substantive cover letter that describes your specific interest in Gibney and in this position. Highlight your qualifications for the position. Please send with your resume and salary expectations. Please also include the names of at least three professional references who can speak to your leadership ability and professional qualifications. All applications will be treated as confidential and references will not be contacted without the candidate's knowledge and agreement. Electronic submissions are requested.

Please send materials to:

Gibney – Managing Director of Administration
c/o Catherine French Group
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Washington, DC 20007
applications@catherinefrenchgroup.com

MS Word or Adobe Acrobat attachments only, please

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