

Friday, October 15, 2021

## Cora Dance Seeks a General Manager

Company: Cora Dance

Location: Brooklyn, NY

Compensation: \$50-55k part time/ \$60-65k full time

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Photos by Steve Pisano

Steve Pisano

Cora Dance is looking for an energetic, self-motivated, detail-oriented General Manager to join a small, inspiring, dedicated team of administrators and artists.

The General Manager position is a new role at Cora responsible for managing the organization's day-to-day finance and operations activities, information systems and HR/human resources while providing team leadership to supporting staff and developing strategies that support clear communication, systems efficiency, work accuracy, and employee productivity, proficiency, and job satisfaction. Duties include allocating budget resources, formulating procedures and workflow tracking, overseeing and motivating staff, leading team meetings, managing operational costs, ensuring good customer service, assessing and improving administrative processes, engaging with vendors, training employees, monitoring financial activities, and supporting the Managing Director in creating an environment of sustainability and supporting the mission and goals of the organization.

The ideal candidate will possess excellent communication skills both written and verbal, strong budgeting and bookkeeping skills, past experience in positions of leadership, and a desire to work in an intimate, hands-on, grassroots, arts and service-oriented environment that is often busy, bustling with youth and artists, and deeply rewarding.

### FINANCIAL MANAGEMENT & GENERAL ADMINISTRATION:

- Manage and/or oversee the management of data via Salesforce, Mailchimp, G Suite, and other information management platforms
- Manage accounts payable and receivable via Quickbooks: inputting and tracking, bookkeeping, bill and vendor payments, receipts, invoicing, reports, and day-to-day financial management;
- Track expenditures against organizational and project budgets
- Prepare regular cash flow reports, forecasts, and other financial reports in support of the Managing Director and Board of Directors
- Reconcile bank statements, credit cards, petty cash, and other accounts
- Assist the Managing Director in managing governmental filings, insurance, licensing, office postings, and all other requirements to ensure compliance with all federal, state, and local employment laws and regulations
- Manage all aspects of space rental including booking, billing, contracts, key distribution, and orientation
- Manage inventory, ordering, bill payment, vendors, event rentals, and purchasing
- Manage vendors and specialized services including IT, facilities upgrades, equipment servicing, and the like

### HR/STAFF MANAGEMENT:

- Lead and support a 4-person team of salaried employees and hourly workers as well as project-based consultants, interns, and volunteers in areas including, but not limited to, Administration, Data Entry, Customer Service, Facilities, Front of House/Box Office, and Event Production
- Provide support to employees, consultants, interns, and volunteer administrative staff, assessing needs and assisting the Managing Director in addressing personnel issues, concerns, professional development needs, and assuring the overall success and well-being of the staff
- Work with payroll provider Gusto to manage HR needs including payroll, tax filings, employee benefits, and insurance, workers comp, and the like, and manually prepare documentation for taxes for 1099 contractors
- Support the Managing Director in hiring, onboarding, offboarding, annual staff reviews; maintenance and regular updating of personnel folders and records; and updating of employee manuals, protocols, operational procedures as found in the Employee Handbook and other supporting documents
- Manage contract creation, distribution, and information tracking for employees, contractors, consultants, volunteers, and interns, while ensuring compliance with contracts and policies outlined in the Employee Handbook
- Attend institutional events and assist in support of these events as needed

- Serve as an ambassador for the mission and programs of Cora and engage in other activities as may be necessary to support the successful operation of the organization

#### HOURS & SALARY:

Part-time, 30 hours per week. Schedule may take place 4 or 5 days per week, depending on availability/interest of the selected candidate. Hours must take place on weekdays Monday-Friday with some occasional weekend/weeknight hours for attendance at events.

Salaried. \$50,000-\$55,000 base pay annually for part-time\*

\*Cora will consider making this a full-time exempt position with a base salary of \$60,000-\$65,000 and additional benefits including health insurance if desired by the candidate.

#### BENEFITS\*:

- TransitChek MetroCard benefits
- Free and discounted rehearsal space.
- Paid time off:

2-weeks paid vacation during the first two weeks of July

Paid time off for the day after Thanksgiving.

1-week paid time off between Christmas Day and New Year's Day

Cora provides paid time off for all federal holidays

#### QUALIFICATIONS:

- In accordance with the Key to NYC mandate, applicants must provide proof of full COVID-19 vaccination.
- Cora is led by a diverse body of artists, administrators, Board members, and community advocates. BIPOC and/or LGBTQ+ community members are strongly encouraged to apply.
- Bilingual (Spanish/English) preferred.
- 3 years non-profit administrative experience with at least 1 year in management
- Degree in business, administration, non-profit management, or relevant related field preferred
- Experience with Quickbooks and G Suite required. Experience in Salesforce is a plus.
- Excellent written and verbal communication skills.
- Patience, flexibility, group-mindedness, high emotional intelligence, and sincere desire to work in a socio-economically and culturally diverse community are a must

Position is for immediate hire. Interested candidates should email a current resume with a cover letter as separate PDF attachments to [jobs@coradance.org](mailto:jobs@coradance.org). Please write GENERAL MANAGER in the subject line.

Cora Dance is an equal opportunity employer dedicated to maintaining an inclusive and equitable work environment and does not discriminate against any employee or applicant for employment on the basis of race, color, religion, sex, pregnancy, national origin, age, disability, veteran status, marital status, sexual orientation, gender identity, or any other legally protected class. Cora Dance is committed to creating a dynamic work environment that values community, teamwork, creativity, understanding, and appreciation.

#### ABOUT CORA DANCE:

Cora Dance began as a professional modern dance company in 1998 performing the work of choreographer, arts educator, and arts activist, Shannon Hummel. Cora opened a space in Red Hook in 2008 to merge its professional, educational and community-engagement work under one roof and became a home for Hummel's professional choreographic work and a pay-what-you-can dance school based on her inclusive, collaborative practice of making dances. The studio is focused on two central pursuits: 1) to provide exceptional dance programming led by professional artists actively engaged in moving dance forward while understanding and paying tribute to its history; and 2) to remove barriers that impede equal access to dance, ensuring successful outcomes for all who take part.

Cora's facility is located in Red Hook, Brooklyn, a 10-15 minute walk from the F/G train, steps from the B57 and B61 buses. Red Hook is a vibrant, fiercely engaged community with a long history of art, social justice, and non-profit work. Red Hook is home to Brooklyn's largest NYCHA public housing community where nearly 80% of Red Hook residents reside. The surrounding waterfront area - long a hub for maritime activity and artists seeking affordable space - has gentrified rapidly over the past 10 years as more wealth enters the area. Hence, "two Red Hooks" exist but do not often intersect in substantive ways. Cora strives to bridge this divide. Student and artist population reflects the demographics of Red Hook. Nearly 80% of Cora's 500+ students, audience, and event attendees have hailed from the NYCHA Red Hook Houses, while 20% reside in the surrounding waterfront and/or greater NYC areas. 90% of Cora's students are on scholarship. Professional and youth companies perform 20+ times annually both locally and across the country. Artists from many backgrounds in dance create in Cora's space. The result is a beloved arts center that authentically integrates professional artmaking, education, and community service.

Cora provides opportunities to learn and commune together through dance. Residencies, performances, youth companies, touring, internships, professionally led classes for children and adults; and wraparound services are all offered for FREE or pay-what-you-can. No one is turned away based on what or if they can pay. Cora gives priority to NYCHA residents while engaging community members throughout Red Hook. With trust, collaboration, and mutual respect as central values, Cora works in deeply personalized ways. With dance as the entry point, community members from "both Red Hooks" are introduced to one another through Cora and grow to build trust, collaborate, and reap the

benefits of a stronger, more unified community.

This season, Cora began establishing a rural center to build upon its intersectional work. Beyond Cora's NYC programming, the organization has also focused on access to art in rural communities, particularly in isolated Appalachian regions of NC, VA & WV. Since 2014, Cora has brought Red Hook youth to these areas and rural youth to the city to collaborate, reaching beyond local intersections to promote understanding across America's rural/urban divide. In 2021, Cora established an office in the Allegheny Highlands region of Southwest VA (where 1 in 3 residents lives in poverty) to anchor rural work and build consistent exchange with Red Hook youth. The organization plans for the formal establishment of "Cora South" in the Appalachian VA/WV region, which will mirror the programs of Cora's Red Hook hub by 2025.

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Cora Dance  
358 Van Brunt St  
Brooklyn, NY, 11231  
718-858-2520  
[www.coradance.org](http://www.coradance.org)

For more information:  
Casey Fodge  
[cfodge@coradance.org](mailto:cfodge@coradance.org)  
718-858-2520

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