

Sunday, October 12, 2014

Faye Driscoll - Managing Director (part time permanent)

Company: Faye Driscoll Group

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Compensation: Compensation will be commensurate with experience.

Faye Driscoll Group seeks a part time Managing Director to be responsible for leading the day-to-day management of the organization, including presenter relations, development, marketing, personnel management, finance management, tour management and general administration. The position will be responsible for the consistent achievement of the Artistic Director's objectives and will collaborate with the Artistic Director to develop short- and long-term goals for the organization.

The successful candidate will be an entrepreneurial and energetic leader with a passion for dance and contemporary performance, who understands the complexity and challenges of presenting Driscoll's unique and highly original body of work. The Managing Director will have several years of professional experience and a demonstrated track record of leadership focused on arts management strategies of growth and sustainability. This person will be a creative thinker and problem-solver, have strong organizational and project management skills, and serve as a brainstorming partner with the Artistic Director to conceive and achieve both short-term and long-term visions for a young company undergoing rapid growth.

The Managing Director will have superb interpersonal skills and be an excellent communicator in verbal, written, and presentation forms. This person will be mature, polished, and diplomatic—able to appropriately collaborate with artists, presenters, donors, production staff, etc. At the same time, the Managing Director will be a self-motivated advocate for Driscoll and her work, and be able to guide the organization into the future by making fiscally prudent and organizationally sound decisions.

POSITION REQUIREMENTS

- A Bachelor's degree, or higher, from an accredited university or college;
- A minimum of 3-5 years administrative management and/or higher-education experience;
- Strong planning, strategy, budgeting, analytical, and communication skills required, with the ability to meet deadlines and multi-task;
- Established contact networks in the New York City/national arts are preferred;
- Proficiency in MS Suite (Word, Excel & PowerPoint), and experience with QuickBooks preferred;
- Sense of humor, and a passion for dance and contemporary performance
- Ability and willingness to work evenings/weekends to manage and/or attend events, programs, performances, and to travel, as needed.

To formally apply, please submit the following materials in a single PDF document to fayedriscollgroup@gmail.com

- Cover letter;
- Resume with compensation history;
- Three (3) professional writing samples; and
- Three (3) professional references, who will not be contacted without the approval of the candidate.

This is a 20/hr week part-time permanent position with the possibility of growth as the company expands. Compensation will be commensurate with experience.

JOB RESPONSIBILITIES

Presenter Cultivation

Develop a positive working relationship and knowledge of the presenter landscape both nationally and internationally

Manage, initiate, and track all communication with presenters: follow up on interest in artist, updates on artist activities, maintaining an ongoing active conversation around the artist's work and developing relationships with new venues

Strategic planning and pursuing of commissions, residencies, performance engagements, and related events and opportunities, in collaboration with the artist

Timely and proactive response and follow through

Development

Manage all grant and residency proposals and final report writing

Brainstorm new grant and fundraising opportunities

Develop, cultivate, and manage relationships with funders

Develop, cultivate and manage relationships with individual donors

Marketing

Organization and maintenance of mailing list, including monthly e-blasts

Updates on website within Manager's technical capabilities; Manager/Artist may decide to source technical help when needed

Post-premiere collection of press

Generate, organize and help to maintain marketing materials, including dossiers, photos, videos, artist and collaborator/performer bios, artist statements, CV's and all requests for photos, videos, marketing blurbs, program information, and project descriptions for NY shows, W-I-P showings, touring and residencies

Assistance with organization of documentation and archiving of projects

Calendar and Personnel Management

Management of company calendar, including marketing and grant deadlines, residency opportunities, and conflicts of any acting company members vis-a-vis performance, residencies, and rehearsals; maintain collaborator schedules and availabilities

Coordinate performer and collaborator rehearsal schedules for in town rehearsals, residencies, and touring

Scheduling rehearsal space/residency time

Management of any company interns

Come to select rehearsals in NYC, and when possible, desirable, or needed, travel with the show on tour, especially for the project premiere, to be mutually agreed upon between Artist and Manager.

Attend important meetings or phone calls with presenters, funders, residency partners, etc.

Finance Management/Budgeting and Payroll

Create General Operating Budget for the company for the next 1-3 years (in collaboration with Artist)

Preparation of individual project budgets (in collaboration with Artist)

Creation of Tour Budgets (in collaboration with Artist)

Maintenance of all budgets and bookkeeping - with timely updates and transparency

Recording income and expenses - including fees, reimbursements, materials as needed, etc.

Payroll/Managing and executing payments to all independent contractors - ensuring timeliness of incoming performance fees and issuance of reimbursements and payments to the team

Reconciliation of Project, Gen OP and Touring budgets and final accounting

Managing year-end accounting and distributing 1099's (in collaboration with Artist)

Contract Management

Prepare contracts with co-commissioners

Prepare contracts with artistic collaborators

Prepare and manage contracts with venues

Tour Management

Determine what is needed on tour (time, personnel, materials, etc.) in collaboration with the Artist, and in line with the budget and available funds

Coordinate travel, housing, and per diems for team for tours and residencies

Coordinate shipping and storage of physical production as needed

Coordination with designers about materials/build/transport, etc., logistics and budget

Faye Driscoll Group
www.fayedriscoll.com

For more information:
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