

Thursday, February 26, 2015

Executive Director, Doug Varone and Dancers

Company: Dova, Inc.

Location: NEW YORK, NY

Compensation: The position offers a competitive package of salary and benefits commensurate with experience.

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The Company

Since its founding in 1986, Doug Varone and Dancers (DOVA), has commanded attention for its expansive vision, versatility and technical prowess as well as its concentration on education and cross-disciplinary creativity. On the concert stage, in opera, theater and on the screen, Varone's kinetically thrilling dances explore the complexity of the human spirit. At home in New York City, Doug Varone and Dancers is currently the resident company at the 92nd Street Y Harkness Dance Center. On tour, the Company has performed in more than 100 cities in 45 states across the U.S. as well as in Europe, Asia, Canada and South America. In opera and theater, the company regularly collaborates on the many Varone-directed or choreographed productions that have been produced around the country.

As dance educators, the Company's multi-discipline residency programs on tour capture concepts, imagery and techniques across disciplines for people of all ages and backgrounds.

The Company's annual summer and winter intensive workshops at leading universities attract students and professionals from around the country. In addition, Varone launched the Company's first Choreographic Intensive in 2014, in which 16 emerging choreographers participated in a three month mentoring program culminating in the performance of new dances at the 92nd Street Y.

Overview of Position

The Executive Director of Doug Varone and Dancers has significant responsibility for the success of the Company. The Executive Director acts as the central source for business planning and administration and is responsible for hiring and managing all administrative staff and interns. The Executive Director reports to the Artistic Director for projects and to the Board, generally represented by the Board President, for all administrative and executive activities.

Candidate Profile

Personal Attributes

An entrepreneurial spirit and open attitude toward new ideas and innovative approaches is required. To be successful, the Executive Director needs to create a positive and collaborative working environment with the staff, dancers and board. The ideal candidate thrives in an environment of change and meets challenges with grace, patience and humor.

Professional Experience

- Minimum of 5 years' experience in a leadership position at a similar organization.
- Deep knowledge of the local and national arts community. Specific experience in a Dance organization is preferred but not required.
- Fiscal responsibility for a \$500,000 to \$1,000,000 annual budget.
- Success in fundraising.

Education

Bachelor's Degree required. MBA or a Master's level degree in Arts Administration is preferred.

Compensation

The position offers a competitive package of salary and benefits commensurate with experience.

Responsibilities

The Executive Director's primary responsibilities are:

- Work with the Artistic Director and the Board to establish and execute the Company's long-and short-range strategic goals.
- Executive responsibility for all of DOVA's financial matters; in particular, responsibility for fundraising and grant applications sufficient to meet or exceed budget goals annually.
- Provide administrative leadership for the Company including the hiring, training and supervision of the administrative staff.
- Act as the main conduit of information and ideas between the Board and DOVA's administrative, artistic and technical staff.
- Promote DOVA's mission to external constituencies including donors and funding sources, existing and potential partners in the arts and other channels, presenters, etc.

Application Instructions

Please submit a cover letter outlining specific interest and qualifications for the position. Include a resume, salary history or requirements, at least one writing sample representing advocacy or fundraising appeal and contact information for at least three references. All applications will be treated as confidential and references will not be called without the candidate's knowledge and agreement.

Please send materials to jobs@dougvaroneanddancers.org. Attachments should be in MS Word or Adobe PDF format only. No phone calls, please.

