

Tuesday, September 15, 2015

## General Manager

Company: LAVA Brooklyn

Location: Brooklyn, NY

Compensation: \$30K - \$35K Annual Salary

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### About LAVA -

LAVA is an OBIE and BESSIE Award-winning Brooklyn-based feminist dance ensemble known for its explosive, acrobatic and highly theatrical performances that push the boundaries of dance, gravity and gender. Through a choreographic language, physical practice and creative process that incorporate acrobatics, trapeze, social dance and sports plays, LAVA has crafted performances for venues across the city, including BAM Fisher Center, Summerstage, The New Victory Theater and City Center's Fall for Dance Festival. The company teaches and trains at the LAVA Studio in Prospect Heights Brooklyn, reaching over 2,500 people each year with their performances and community programs, especially serving the LGBTQ community and at-risk youth. LAVA is poised to take their homegrown and locally thriving company into the national community, and is seeking a General Manager who excited to grow with the company and take on new opportunities.

### Position Overview -

The General Manager's primary responsibility is to manage LAVA's resources, as well as engage with LAVA's artistic vision and key stakeholders, in order to support and further LAVA's mission. The General Manager will work directly with the Artistic Director and the LAVA Board to achieve LAVA's community-held vision. The General Manager will supervise 2 part-time staff members and 3 consultants. This role requires organizational, collaborative and leadership skills, as well as experience with time management, line producing and managing people. The General Manager will effectively communicate with the company, community and LAVA partners, and plan skillfully and thoughtfully, ensuring LAVA's success on a daily, weekly, seasonal and long-term basis. For the right candidate, this is a position with room for original thinking, growth and idea implementation.

### Position Functions and Expectations -

#### Executive/Leadership

- Serve as liaison to the Board of Directors.
- Attend all Board Meetings, take notes, collaborate with the Board Secretary to finalize and distribute Minutes. - Manage staff, consultants, company members and community volunteers, as well as engage new stakeholders. - Liaison with LAVA partner organizations, presenting venues and granting foundations, as well as identify new opportunities for growth and connection.
- Identify opportunities for growth and engagement with LAVA donors and community, as well as in the realm of programming/events.

#### Program Management

- Collaborate with the Artistic Director and Events Manager in the visioning of events and programs.
- Oversee company performances and productions.
- Manage and line produce in-studio events, rentals, and classes.

#### Fundraising & Donor Management

- Oversee and produce annual fundraising events, mailing, and donor tracking.
- Create and manage event budgets.
- Collaborate with the Artistic Director on Annual Budgeting.

#### Marketing and Communications

- Publicity, social media and email announcements for all company activities.
- Management of the LAVA Facebook Page, including long-range planning to use this as way to further LAVA's larger mission/vision.
- Idea generation and implementation.
- Content creation.

#### Facilities Management

- Manage rentals and the overall studio schedule.
- Participate in maintaining and upkeep of studio and office spaces.

### Additional responsibilities may include -

#### Financials

- Participate in drafting and updating budgets with actuals and projections.
- Manage and complete grant applications.

- Maintain a grant timeline.
- Identify new revenue sources.

#### Personnel Management

- Oversee hiring and responsibilities of part-time hourly staff.
- Identify and cultivate new Board Members and Company Members.
- Manage the LAVA Workstudy Program.
- Oversee payroll and the scheduling of staff and company.

#### Compensation -

\$30,000 - \$35,000; commensurate with experience and negotiable upon availability and qualifications/25 - 30 hours a week in office (located at 524 Bergen Street, Brooklyn) plus events, shows and bookings in Brooklyn and NYC.

#### Requirements -

Degree in Arts Management and 2 years related experience preferred.

Experience in a non-profit management/leadership position, with demonstrated experience in fundraising, grant writing and marketing preferred.

5 years of professional experience in a related role or setting required.

Enjoy working in a small group setting and collaborating with others.

Investment in LAVA's mission and vision.

#### Submission -

Please reply to [jobs@lavabrooklyn.org](mailto:jobs@lavabrooklyn.org) with "GENERAL MANAGER POSITION" as the subject. Please submit a cover letter, CV, salary requirements, and list of three references. No phone calls please. Applications will be accepted until October 1st, 2015.

More information on LAVA can be found at [www.lavabrooklyn.org](http://www.lavabrooklyn.org) and [www.facebook.com/LAVABrooklyn](https://www.facebook.com/LAVABrooklyn).

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