

Tuesday, November 14, 2017

## Business Manager

Company: Jessica Lang Dance

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Compensation: Compensation, including benefits, is competitive and commensurate with qualifications and experience.

### Business Manager

Jessica Lang Dance, a Long Island City-based, internationally renowned, non-profit dance company, seeks a new team member. The candidate must be a self-motivated, independent thinker that is also a well-rounded, dynamic, detail-oriented individual with a passion for the arts. JLD's entrepreneurial environment offers ample opportunity for professional growth.

### About the Company

Founded in 2011, Jessica Lang Dance (JLD) is a dance company dedicated to creating and performing the work of Jessica Lang. JLD enriches and inspires global audiences by immersing them in the beauty of movement and music. Hailed as "a master of visual composition" by Dance Magazine, Lang seamlessly incorporates striking design elements and transforms classical ballet language into artfully crafted, emotionally engaging contemporary works. JLD has made rapid success performing at world renowned venues and festivals including Jacob's Pillow Dance Festival, Brooklyn Academy of Music's Next Wave Festival, New York City Center's Fall for Dance Festival, the John F. Kennedy Center for the Performing Arts, the Joyce Theater, the Harris Theater for Music and Dance, The Music Center, Northrop Auditorium, Winspear Opera House and Palacio de Bellas Artes, among others. The company tours nationally each year in addition to select international engagements. Booking is handled by Selby Artists Management. For more information on the company, visit [jessicalangdance.com](http://jessicalangdance.com).

Position Duration: Full-time

### Job Description

The Business Manager will support the organization by providing financial, operational and human resources functions as assigned. The Business Manager will be responsible for working with the financial department to manage all financial processes. This position handles the organization's account payables and account receivables. In addition, the Business Manager is responsible for financial reporting, and budget and tax preparation in coordination with JLD's accounting firm. This position is also responsible for human resource policies and processes.

Reports directly to the Artistic Director and Board of Trustees.

Responsibilities include the following:

#### Human Resources:

- Draft contracts for all performing artists, freelance artists, designers, administrative, marketing, and technical staff
- Review and renew all company policies annually, support the development of new policies as appropriate and ensure staff compliance with them
- Ensure there is adequate insurance coverage for all areas of the company's activity including Workers Compensation/Disability, Directors and Officers, General Liability and Equipment
- Ensure organization is in compliance with all nonprofit regulations
- Ensure the office lease is up to date yearly
- Maintain all documents (passport, driver's license, visa, contact info, etc) of dancers and all JLD personnel
- Process New York Workers Compensation billing, administration, and accident report filing
- Responsible to maintain policy writing as needed including the Employee Handbook and HR policies

#### Financial:

- Work closely with accounting firm to complete the following:
- Reconcile and submit cash, check and credit card deposits
- Manage all aspects of deposits, file deposit slips, deliver deposits to bank
- Process and print check requests and mail checks to recipients when necessary
- Ensure financial filing systems are running properly with accounting firm
- Ensure communication about financial needs are running properly between all JLD personnel
- Collaborate with Artistic Director and accounting firm to keep budget current and up to date

#### Board of Directors:

- Track & file board resolutions, meeting minutes, presentations
- Schedule, arrange and assist with setup for board meetings
- Attend board and committee meetings

#### Administrative Tasks:

- Oversee Google Drive online file system
- Occasional program support for events such as donor events, community outreach events or others as assigned

-Responsible for assisting with the mid and end of year reporting requirements

-Attending in area performances

Education: Bachelor's degree required

Experience and Skills:

-Current or prior service in the non profit community, preferably in the cultural sector

-Minimum of 3 years experience in nonprofit business management

-Strong familiarity with nonprofit compliance and human resource policies and procedures

-Past experience with budgeting and finance management

-Demonstrates strong leadership skills

-Exceptional communication and writing skills

-Ability to work collaboratively and is a supportive team player

-Courteous manner with strong interpersonal skills and outgoing, friendly disposition

-Punctual and self-motivated

-Proficient in Mac and PC, Microsoft Office, Google Drive and Google Apps

Applications and Inquiries:

Please include:

-A cover letter including your interest in the position and Jessica Lang Dance

-A resume no longer than (2) pages outlining your educational and professional experience

-Salary requirement

-A writing sample of your choice that highlights your outstanding skills in this area

Please email applications attached as one PDF to [info@jessicalangdance.com](mailto:info@jessicalangdance.com) with subject line "Business Manager."

Applications with the cover letter and/or resume in the body of the email will not be considered. No telephone calls please.

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Jessica Lang Dance  
[www.jessicalangdance.com](http://www.jessicalangdance.com)

For more information:  
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