

Tuesday, May 15, 2018

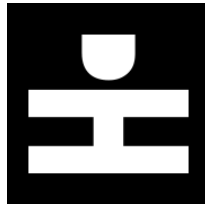
## Executive Director, Dance Heginbotham

Company: Dance Heginbotham

Location: New York, NY

Compensation: Salary commensurate with experience.

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### DANCE HEGINBOTHAM

Executive Director Job Description

Posted: May 14, 2018

Last Day to Apply: June 15, 2018

To apply, please send a cover letter and resume to [info@danceheginbotham.org](mailto:info@danceheginbotham.org).

#### Dance Heginbotham

The mission of Dance Heginbotham (DH) is to move people through dance. DH is a New York-based contemporary dance company committed to supporting, producing and sustaining the work of choreographer John Heginbotham. With an emphasis on collaboration, DH enriches national and international communities with its unique blend of inventive, thoughtful, and rigorous dance theater works.

Founded in 2011 by Artistic Director John Heginbotham, DH has quickly established itself as one of the most adventurous and exciting new companies on the American contemporary dance scene. With an active performance and touring schedule, DH has been presented and commissioned by prestigious institutions such as Bard College Summerscape Festival, Baryshnikov Arts Center, Brooklyn Academy of Music, Jacob's Pillow Dance Festival, Joyce Theater, and the John F. Kennedy Center for the Performing Arts, among others. Company highlights include a six-week tour of Southeast Asia with the DanceMotion USAa?? program, and collaborations with numerous artistic luminaries including artist/author Maira Kalman, violinist Joshua Bell, string quartet Brooklyn Rider, chamber ensembles Alarm Will Sound and The Knights, and composers Ethan Iverson and Tyondai Braxton. Having recently celebrated its 5th Anniversary, DH's 2018-19 season includes a performances at NYU's Skirball Center, company debuts in Boston and Philadelphia, and the creation of a new evening-length work. The Executive Director will spearhead the upward trajectory of John Heginbotham, who was recently named a Guggenheim Fellow, and this dynamic organization, which is quickly growing in artistic and administrative scope. [www.danceheginbotham.org](http://www.danceheginbotham.org)

#### Overview of Position

The Executive Director of Dance Heginbotham (DH) provides vision, leadership, motivation and direction to the Board, staff, and supporters of the organization. Alongside the Artistic Director, the Executive Director serves as DH's representative to both internal and external constituents, playing a key role in the organization's earned and contributed revenue. In this capacity, the ED leads all fundraising efforts and will also tour with the company. With close attention paid to DH's mission, the Executive Director is responsible for the overall management of the organization, overseeing short- and long-term planning, development, and execution. This position would also manage the Artistic Director's independent projects, including theater, opera, ballet, and teaching engagements, providing oversight and administrative support for his multi-faceted career. This is a full-time position, which reports to the Board of Directors, and works in close collaboration with the Artistic Director. Direct supervision over a team of part-time artistic and technical personnel and one part-time Management Associate, who provides administrative support, focusing on tasks related to fundraising, marketing, and financial management.

#### RESPONSIBILITIES:

##### General and Tour Management

- Oversee day-to-day operations of the company, working with Artistic Director to create a balance of touring, creation of new work, and additional opportunities.
- Serve as primary company liaison in all stakeholder relationships, including but not limited to presenters, funders, artistic collaborators and personnel.
- Build and lead the company's staff according to the demands of the growing organization, creating and implementing administrative policies and procedures as needed.
- Handle all booking responsibilities, including nurturing existing relationships with presenters and actively seeking new ones, negotiating contracts, overseeing all advance prepwork, and collaborating on outreach initiatives.
- Perform company management duties on tour and during New York seasons, including booking travel, creating schedules, managing budgets, and handling press opportunities.

##### Artistic Production and Development of New Work

- Serve as lead producer for the creation of new works and productions of existing repertoire.
- Secure and negotiate commissioning and presenting commitments appropriate to the scale and scope of the Artistic Director's vision for each new project.
- Hire and supervise teams of freelance/part-time designers and technicians.

##### Financial Management

- Oversee a growing operational budget, currently in the low to mid six figures.
- Develop and maintain budgets, providing the Board with regular updates.
- Maintain close oversight of organizational financial position and projections, overseeing the annual audit and ensuring compliance with local, state, and federal laws.

##### Fundraising

- Manage a strong Board of Directors, working collaboratively to achieve DH's mission.
- Work with the current Board of Directors to cultivate and develop new Board members.

- Lead the organization's fundraising efforts, including individual and institutional campaigns.
- Cultivate and nurture relationships with individual donors.
- Manage institutional fundraising calendar, write grants, and steward strategic partnerships.
- Plan and execute special events, as necessary.

#### Marketing

- Supervise DH's institutional and project specific marketing plans.
- Oversee the design of all print and digital marketing assets, including the website, e-communication, fundraising materials, and photo/video assets.
- Manage DH's social media platforms, currently including Facebook, Instagram, and Twitter.
- Proactively develop press strategy in collaboration with presenter partners.

#### CANDIDATE PROFILE:

##### Personal Attributes

- An genuine enthusiasm for John Heginbotham's work and creative endeavors.
- An entrepreneurial spirit, with an eye for innovation and new ideas.
- A strong work ethic with an ability to thrive in an environment of change, and meet challenges with grace, patience and humor.
- Ability to craft long-term strategic organizational vision, while simultaneously creating and implementing the detailed action plan to make the big picture a reality.

##### Professional Experience

- Minimum of 5 years experience in nonprofit performing arts management
- Demonstrated success in fundraising
- Experience with contract negotiations
- Existing relationships with presenters and experience touring a plus

##### Education

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

Salary commensurate with experience.

*Dance Heginbotham is an Equal Opportunity Employer committed to providing an environment that is free from discrimination. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.*

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Dance Heginbotham  
New York, NY  
[www.danceheginbotham.org](http://www.danceheginbotham.org)

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For more information:  
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