

Monday, January 11, 2021

## GALLIM Seeks General Manager

Company: GALLIM

Location: Brooklyn, NY

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### About GALLIM

Brooklyn-based performance company GALLIM kneads movement into raw emotions, distills it from existential uncertainty, and unleashes it onto unexpected paths of connection between artists and audiences. Underpinned by physicality, virtuosity, and Artistic Director Andrea Miller's distinct approach to performance, the Company has an expansive language bridging theater, visual arts, music, and fashion. Under Miller's direction, GALLIM is recognized for its powerful and transcendent works, movement language, and commitment to the creative praxis.

Over the past decade, GALLIM has been invited to create and perform throughout the world in dance venues, museums, sites, fashion, film, and festivals, including in The Metropolitan Museum of Art's Temple of Dendur, a 3-gallery performative installation for Met Breuer, a Frieze Festival collaboration with Marta Minujin, a dance film for Art Basel, a Xavier Dolan film for Jessica Chastain and Kit Herrington, at Lincoln Center, The Kennedy Center, Theatre National de Chaillot in Paris, German Festival Tanz Bremen, Teatre Grec in Barcelona, Teatros Del Canal in Madrid and the Grand Theatre de la Ville de Luxembourg, The Joyce, Jacob's Pillow, Spoleto USA, Hermès Womens Universe, Philip Johnson's Glass House, Calvin Klein, Lacoste, and Vogue.

The GALLIM Studio is also a nexus for creativity. Over the past two years, GALLIM has expanded the programming at its Clinton Hill studio to include residency space grants for young and emerging artists across disciplines, master classes and open company class, and free public talks featuring interviews with dance world luminaries and influencers that explore the future of performance and dance.

### General Manager

Gallim seeks an experienced General Manager to contribute strength, stability, and wisdom to running its creative and business operations during a new period of organizational transition and capacity building. The GM should have strong operational, production, licensing/contract, and staff management skills to steer operations and business at the company. The GM will work in close relationship with the Executive Director and Artistic Director, who are focused on strategic growth, business development, and funding, to support the company's creative innovative productivity. The GM should have a flexible and entrepreneurial approach combined with a commitment to collaboration and mutual care. The GM will be expected to be an active steward of Gallim's ongoing practice of embedding anti-racist and anti-oppressive values in its work.

Specific responsibilities include:

#### Financial Management

Create and maintain project budgets

Collaborate with AD/ED to develop annual budgets and cash-flow projections for Board review and approval; administer and review all financial plans and budgets; monitor progress and changes and keep senior leadership team abreast of the organization's financial status

Monitor the organization's financial position and make recommendations to the AD/CEO; manage organizational cash flow and forecasting

Maintain a balanced annual budget, including cutting expenses when necessary

Supervise company Accountant to ensure that all finance processes are carried out smoothly and effectively

Supervise detailed weekly payroll for staff, dancers, guest artists; and transmit payroll to Accountant

Work with ED to comply with grant guidelines

Effectively communicate and present critical financial matters to the Board of Directors; coordinate the annual audit process with external auditors

#### Contract Management

Negotiate contracts with presenters, commissioners, commercial clients, and agents

Implement a contracts management system; ensure that the contract billing/collection schedules are adhered to; manage IP licenses

Manage full archive of company intellectual property, including choreography, photography, and videography

#### Programmatic Oversight

In collaboration with the Executive Director and Artistic Director, ensure programmatic vitality, financial health, and effective communications.

#### Staff Management & Human Resources

Work with ED to hire staff, set work plans, manage staff reviews, provide general direction and supportive guidance, run weekly staff operational meetings

Develop, implement, and refine company HR policies and practices, as well as professional development opportunities for staff; establish and manage comprehensive training to educate employees regarding staff tools, policies and procedures

Oversee all day to day administration for GALLIM to promote smooth and streamlined business operations, and fully support a productive working environment

Promote organizational cohesiveness during growth and change and cultivate an environment of cooperation, communication, and interconnection among departments and program areas

Work closely and transparently with all external parties, including third-party vendors and consultants

Oversee IT and Google Drive administration, and evaluate information systems

#### Company Management

Manage company calendars and coordinate correspondence between artistic and administrative staff regarding performances, rehearsals, special events, engagement projects, etc.

Prepare and disseminate all GALLIM work contracts (e.g. staff, dancers, collaborators, production staff, etc)

Liaise between dancers, creative collaborators, and administration; manage dancer and collaborator contract compliance and relationships

In collaboration with administrative staff, coordinate and manage auditions and other events.

#### Touring

When the company tours (which is currently not often), act as a key liaison between GALLIM and performance venues, including the management of engagement details, budget projection and adherence, travel arrangements, communication with Artistic Director, company dancers, and production staff.

Create itineraries and manage production schedules in collaboration with production staff.

Research and book flights, hotels, and other travel plans as needed.

Collaborate with presenters to secure visas for dancers, musicians, and tour personnel as needed.

#### Office & Studio Operations

Create and monitor studio rental income goals associated with facility rentals

Oversee the studio rental program: promote rentals, manage rental contracts and all logistical aspects of studio rentals with the support of the Artistic Admin Assistant

Act as primary liaison with GALLIM landlord (and subtenants) on lease and rental related issues

Manage bookings of outside studio space, as needed

Maintain company digital records and company mail accounts; maintain organization integrity of shared Drive; gather records for annual audit; record performance and audience data and maintain commission and performance records

Support payments processing, deposit checks to company checking accounts via mobile deposit; prepare a monthly deposit report for Accountant for reconciliation

Supervise administrative interns in collaboration with other administrative staff

Facilities (Duties on hold during pandemic that will otherwise need to be covered):

Studio maintenance and cleaning

Maintain company storage, including costumes, sets, props, and event supplies

Monitor and restock office and studio supplies as needed.

In collaboration with Artistic Admin Assistant and the Communications & Programming Associate, manage all logistical aspects of artist residencies, special events, and Gallim's presenting series.

Coordinate facility access for artist residencies, special events, and rehearsals, including scheduling personnel for door/studio monitor duties as needed.

Maintain files and office organization

Reports to ED. Supervises small staff of 2-3 other people.

Position is full-time and remote until well into 2021, then NYC-based.

Interested applicants should send their cover letter and resume to [jobs@gallimdance.com](mailto:jobs@gallimdance.com).

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For more information:  
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