Monday, March 7, 2022

Heidi Latsky Dance seeks an Executive Director

Company: Heidi Latsky Dance
Location: New York, NY
Compensation: $45,000-$60,000 per year

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The Role: HLD is excited to be looking for an Executive Director to partner with Artistic Director and founder, Heidi Latsky, to ensure the future success and growth of the company. The Executive Director should be familiar with the company's work and passionate about its mission and serve as an ambassador of HLD with the public. The specific roles and responsibilities include:

Fundraising: The Executive Director will be responsible for setting and implementing an annual fundraising strategy that will include writing grants, cultivating donors and board members, and developing new sources of philanthropic funding. The Executive Director should have deep connections with either the dance or disability worlds or be willing to cultivate them.

Budget and Financial Reporting: Working in close partnership with the Artistic Director, the Executive Director will be responsible for creating and maintaining the organization's budget. The Executive Director will report regularly to the Board on the financial health of the company and develop strategies for increasing revenue and executing on programmatic goals. The Executive Director will work closely with the Managing Director and have an active role in contracts, payroll and other key financial operations.

Touring and Booking: The Executive Director will work to ensure that HLD has a full season of work including: touring performances, residencies, lectures and keynote speaking opportunities; partner with our current Agent when necessary on various projects. The Executive Director will be skilled at maintaining relationships with venues, producers and presenters to ensure HLD remains prominent in their seasons.

Communications: The Executive Director will be responsible for ensuring that HLD receives visibility within the media, social media and with key stakeholders. They will work closely with journalists and influencers, introducing new audiences to the work of HLD. The Executive Director will oversee the website, emails and social media.

Staff Management: The Executive Director will be a skilled manager who can motivate a small team of part time professionals to achieve great things for the company. The Executive Director will also attend open rehearsals and develop a relationship with the dancers.

The person we are looking for will:

-have superb written, verbal, and interpersonal skills

-be creative, and have a self-starter attitude

-be organized and inspiring leader

-have excellent time management and flexibility

Experience in the performing arts is a plus but not required. At least 5+ years of experience as an ED. Salary $45-$60K. Currently this position is remote. Open to the possibility of this position being part-time.

Please send application materials (resume, cover letter, and salary requirements) to amelia@heidilatskydance.org.

About Heidi Latsky Dance, The mission of Heidi Latsky Dance is to redefine beauty and virtuosity through performance and discourse, employing performers with unique attributes to bring rigorous, passionate, and provocative contemporary dance to diverse audiences. HLD aspires to continue its momentum of interdisciplinary partnerships, having completed innovative projects with New York City and Google to support the disability community. Since its inception in 2001, the company has received numerous commissions and residencies: Abrons Arts Center, Baryshnikov Arts Center, Danspace Project, Gracie Mansion, JCC Manhattan, Joyce Theater Residency, Peak Performances at Montclair State University, NYU/Langone Hospital; Whitney Museum; National Portrait Gallery; Lincoln Center; Cooper Hewitt. HLD is supported by local, state, and federal agencies.

Heidi Latsky Dance is a 501(c)(3) non-profit organization.

Heidi Latsky Dance
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