

Thursday, August 25, 2022

A.I.M - General Manager

Company: A.I.M by Kyle Abraham

Location: New York, NY

Compensation: \$70,000-\$80,000; commensurate with experience

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BY KYLE ABRAHAM

ABOUT THE OPPORTUNITY

A.I.M by Kyle Abraham seeks a highly organized and experienced General Manager (GM) to join its leadership team. Following the strategic direction set by both the Executive Director and Artistic Director, The GM is responsible for leading and executing the smooth day-to-day operation of administrative and financial procedures across the organization, with an emphasis on performance engagements in NYC and on tour. The GM serves as a main point of contact for a Company of 12 dancers and 8 administrative team members; manages and leads touring engagements in collaboration with an external Booking Agent; and oversees budgets and agreements related to the Company's forward-facing operations while supporting Company decision-making.

As the company is in a significant period of exciting growth, this position will play an integral role in the company's continued success and progression.

The General Manager reports to the Executive Director and works in partnership with the Artistic Director, Kyle Abraham. The GM supervises the Company Manager and works closely with the Production Stage Manager, Rehearsal Director, Artistic Engagement Manager, and Finance Manager.

ABOUT A.I.M by KYLE ABRAHAM

Contemporary dance company A.I.M by Kyle Abraham, considered "one of the most consistently excellent troupes working today" (The New York Times), provides multifaceted performances, educational programming, and community-based workshops across the globe. Led by acclaimed Choreographer and Artistic Director Kyle Abraham's innovative vision, the work of A.I.M is galvanized by Black culture and history, and grounded in a conglomeration of unique perspectives; described by Abraham as a "post-modern gumbo" of movement exploration.

A.I.M is one of the most active touring dance companies in the United States, with an audience base as diverse as A.I.M's movement vocabulary, drawing inspiration from a multitude of sources and dance styles. Since A.I.M's founding in 2006, Abraham has created more than 15 original works for and with the company. To expand its repertoire and offer a breadth of dance work to audiences, A.I.M commissions new works and performs existing works by outside choreographers, such as Trisha Brown, Bebe Miller, Andrea Miller, and current A.I.M dancer Keerati Jinakunwiphat.

Kyle Abraham's unique vision and illumination of poignant and relevant issues set him apart from his generation of choreographers as a leading creative force in dance. A.I.M extends this vision and amplifies surrounding artistic voices to share movement and community-based work with audiences around the world. For more information, please visit aimbykyleabraham.org.

CORE VALUES

By joining our team, you'll be amongst self-motivated individuals who love dance and are passionate about advancing our mission. Additionally, we have embraced the following Core Values as reflected in our 2020-2022 Strategic Plan.

A.I.M believes in:

the power of dance as an art form and A.I.M's distinctive, ardent voice within contemporary dance;

an artistic process informed by robust conversations with people from diverse perspectives;

the pursuit of excellence through ethical leadership and through accountability to each other, the field at large, and the audiences we serve; supporting and nurturing dancers with living wages, health insurance and career development; and operating with integrity throughout all aspects of the organization.

GENERAL MANAGER -

AREAS OF ACCOUNTABILITY & KEY RESPONSIBILITIES

General Management and Finance:

- Assist Executive Director in developing and managing annual operating budget; provide input in annual budgeting process (planning, forecasting, reporting).
- Provide Finance Manager with bi-weekly artistic payroll breakdowns and bi-annual royalty payment calculations; oversee and approve bi-weekly organizational payroll for processing by Finance Manager.
- Seek and secure music rights for current and upcoming tours and performances; ensure timely payments and compliance with budget.
- Develop and manage tour budgets to ensure fiscally responsible touring.
- Review and create agreements for non-performance engagements or performance engagements not handled by Booking Agent.
- Negotiate fees and contract terms for designers, guest artists/choreographers, musicians, collaborators; ensure proper and timely payment.
- Prepare and execute union agreements, and coordinate with Finance Manager to ensure the timely filing of contracts and payments with appropriate representatives.
- With Executive Director and Artistic Director, develop fees for touring repertory, residencies, and engagement activities.
- Oversee and approve A.I.M merchandise ordering process, budget, and expenditures. Work with venue staff on tour to negotiate commission percentages and advance planning of merchandise sales.
- With Production Stage Manager, oversee budgeting and timeline for the creation of new work and attends production meetings.
- Work with Artistic Engagement Manager to oversee budgets and fiscal health of A.I.M education activities and summer/winter intensives.

Tour Oversight and Management:

- Oversee touring schedule strategy in collaboration with the Artistic Director and Executive Director.
- Oversee the planning and coordination for company touring and engagements in collaboration with Booking Agent and presenting partners.
- Review, negotiate, settle final contract terms for secured engagements via Booking Agent.
- Manage and maintain positive relationships with presenting partners and venue staff.
- Oversee tour budget projections and actuals with Finance Manager and approve tour-related expenses made by Company Manager and Production Stage Manager.
- Oversee overall tour schedule with final approval of touring and travel itineraries.
- Work with external relations team to ensure company is presented in accordance with organizational branding and artistic priorities.
- Convene meetings internally and with Booking Agent to coordinate and review tour/engagement logistics.
- Approve and negotiate complimentary and paid house seat ticket holds on tour; oversee Company Manager in performance ticketing allocations.
- Occasionally travel with the Company on tours and residencies as needed, particularly as coverage for Company Manager.

Human Resources:

- Create agreements for and onboard new full-time and part-time dancers; oversee onboarding for new administrative staff members.
- With the Finance Manager facilitate benefits enrollment for eligible employees; provide support and familiarization with organization's health and retirement policies.
- Work with Executive Director and Finance Manager to determine appropriate insurance coverage for health, dental, and vision benefits.
- Work with Executive Director to maintain policies and update Employee Handbook.
- Secure visas for international employees and international performances as needed.
- Support the Company in Health & Safety compliance, specifically as it relates to touring and performance; attend Health & Safety meetings as scheduled.

Additional Responsibilities:

- Negotiate and manage company office space rental agreements; oversee general office management, office organization, and merchandise shipments.
- Attend Board meetings when appropriate and share reports as needed.

-Remain available to represent the Company within the larger dance community by attending meetings, conferences, special events, and cultivation events as needed.

-Maintain active records of touring numbers and audience engagement for the purposes of grant applications, reporting, and auditing.

IDEAL QUALIFICATIONS AND EXPERIENCE

6+ years of experience in arts administration/performing arts management; non-profit dance experience a plus.

Experience leading major organizational projects and strategic initiatives.

Experience in touring and theatrical production.

Experience managing and mentoring multiple team members

Proven success and aptitude with contract negotiations.

Experience with visas and international engagements a plus.

A demonstrated commitment to the values of antiracism, equity, and inclusion.

Willingness to work weekends and evenings as needed.

Must be fully vaccinated for COVID-19 (booster included, when eligible) or willing to receive vaccination for COVID-19.

YOU'LL BE SUCCESSFUL IF YOU:

Have a passion for dance and the work of A.I.M and/or Kyle Abraham.

Are entrepreneurial in spirit with solid business acumen.

Are focused, organized, strategic, and action-oriented.

Communicate clearly, particularly in written form (emails, memos, etc.)

Are highly collaborative and able to both delegate and motivate a team.

Work well under the pressure of deadlines and are resourceful in unfamiliar situations.

Have an affinity for numbers, budget management, and analysis.

Enjoy creative problem-solving.

Find joy in organization, details, and multitasking.

Can calmly manage multiple projects with proven systems to effectively prioritize.

Enjoy continuously learning and acquiring new knowledge and skill sets.

We understand that it is not likely you will meet every qualification. We welcome applicants with varied backgrounds and different applications of skills. If you believe you can excel in this role, we encourage you to apply!

COMPENSATION AND BENEFITS

The salary range for this position is \$70,000-\$80,000; negotiable and commensurate with experience. A.I.M offers a comprehensive benefits package including:

Medical, dental, and vision insurance

Paid time off and paid sick leave; comp and flex days

Retirement plan with non-elective employer contributions after 1 year

Access to A.I.M performances

Access to events and performances of partner organizations (when available)

Discounted company merchandise

Opportunities for professional development support

EQUAL OPPORTUNITY EMPLOYMENT

A.I.M provides equal employment opportunities to all employees and applicants for employment. A.I.M prohibits discrimination and harassment based on gender, race, national origin, religion, age, sex, sexual orientation, gender identity, pregnancy, citizenship status, disability, veteran status, or marital/partnership status. A.I.M values a diverse workplace and strongly encourages applications from all qualified candidates.

HOW TO APPLY

To apply, [please complete this form](#). You should be prepared to provide a resume, at least three references, and answers to the following questions (in lieu of a cover letter):

What do you know about A.I.M and what interests you about working for this organization?

What are three reasons why you feel you're the ideal candidate for this position?

All applications and expressed interest in this position will be handled confidentially and references will not be contacted without the candidate's permission.

Although we appreciate your interest, only candidates selected for an interview will be contacted. No phone calls, please.

Questions or General Inquiries? Send to jobs@aimbykyleabraham.org

A.I.M by Kyle Abraham
New York, NY, 10011
www.aimbykyleabraham.org

For more information:
Sydnie Liggett-Dennis
jobs@aimbykyleabraham.org

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