Thursday, October 6, 2022

Executive Director

Company: TRI314 Multidisciplinary Visual Performances, INC.
Location: Brooklyn, NY
Compensation: $80,000-$90,000; negotiable and proportional to experience.

Shamel Pitts | TRIBE
Inaugural Job Opportunity: Executive Director
Location: New York, NY / remote with weekly in-office work
Reports to: Artistic Director
Status: Full-time, Exempt
Application Deadline: Open until filled; applications sent by November 15th will be prioritized.
Ideal Start Date: January 2023

Job Description and Company Background Information:
TRIBE – Multidisciplinary Visual Performances is a Brooklyn-based Afrofuturistic arts collective dedicated to creating, producing, and sharing original multidisciplinary global art projects. Understanding that performance art and live art are practices of human connection, TRIBE acts nationally and internationally by developing art exchanges in collaboration with institutions and artists, with a focus on the African diaspora. Founded in December 2019 by choreographer and performer Shamel Pitts, TRIBE's mission is cultivating space to create a platform for artists – most specifically artists of color – with huge inspiration from the Afrofuturism movement. This movement states that we have a responsibility through our work to tell new stories and create a brighter future that is different, and shines more luminously, from its past. Ultimately, TRIBE aims to bring its audience and community into experiences that humanize Black and Brown bodies and share the colorfulness within Blackness that allows us to be multiplicitous. TRIBE's creative process allows for each artist to express themselves while in service to the vision and totality of the multidisciplinary work.

Job Summary & Background:
TRIBE is seeking an inaugural Executive Director who is talented, passionate and eager to lead this growing nonprofit to the next level. The ED will work collaboratively with TRIBE's core team to fulfill its artistic mission and help raise substantial contributed revenue from individuals, institutions, and via special events. The ED will also support the administrative needs of the organization in partnership with the Artistic Director and an Administrative Associate. The ED must also be comfortable leading new projects and learning on the job in a supportive but small staff environment for a company with an annual budget of nearly $500,000 in FY22, with major growth anticipated in FY23 and beyond. This is an opportunity with outstanding growth potential.

Key Responsibilities:

Lead in developing and managing annual operating budget; provide input & execute annual budgeting process (planning, forecasting, reporting).

Provide bi-weekly artistic payroll breakdowns and bi-annual royalty payment calculations; oversee and administer bi-weekly organizational payroll for processing.

Create and implement a comprehensive development plan to include: expansion of the existing Board of Trustees; research, cultivation and stewardship of existing and new donor relationships; management of special events and donor meetings; as well as the effective pursuit of annual grants and other institutional prospects.

The ED will serve as the liaison to TRIBE's Board of Trustees, plan and produce live and/or virtual fundraising benefits in partnership with the core team, led by Artistic Director Shamel Pitts, manage fundraising data and implement a CRM database system.

Conduct a company-wide audit and make suggested updates to current business practices, website, marketing materials, social media strategy, etc.

Oversee and manage annual cash flow and project budgets in discussion with the Artistic Director and Board of Trustees. Manage quarterly reconciliations with TRIBE's accountant and an annual audit with the Board.

Supervise social media and marketing strategy implemented by TRIBE's creative direction department.

Provide administrative oversight to the Artistic Director via weekly meetings with advance agenda preparation, regular follow-up and check-in.

Reinforce TRIBE's calendar of events including performances, residencies, workshops, and community outreach projects.

Cooperate with TRIBE's worldwide booking agent and Artistic Production Manager by reviewing booking confirmation forms, establishing touring fees, and contract negotiations.

Attend all future TRIBE performances in NYC and occasionally travel with the company on tour to cultivate an international network for artistic collaboration and giving.

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.

Regularly network with like-minded individuals and organizations for inspiration and to share best practices, both in NYC and on tour.

Oversee and collaborate with TRIBE's core staff, consultants and service providers.

Manage and lead other initiatives and administrative functions, in partnership with the AD, to grow the company and achieve TRIBE's aspiring long-term goals.

Negotiate fees and contract terms for designers, guest artists/choreographers, musicians, collaborators; ensure proper and timely payment.

Seek and secure music rights for current and upcoming tours and performances; ensure timely payments and compliance with budget.

Experience, Qualifications and Requirements:

Bachelor's degree or equivalent required. Master's in Arts Administration preferred.

7-10 years of nonprofit leadership experience, including a minimum of 5 years of professional fundraising experience in the arts and culture sector. Experience to include financial management, cultivation, reporting, donor cultivation and acquisition, creating and leading major gift campaigns, managing special events and galas, grant writing, donor prospect research and database management. The ideal candidate will have a track record of building strong individual and institutional networks that lead to direct philanthropic support.

Committed interest in the performing arts and creative process.

Excellent written and verbal communication skills.

Exceptional interpersonal skills and the ability to work effectively with a range of people from diverse backgrounds and experiences.

Strong organizational and analytical skills.

Comfort and discretion in handling sensitive donor information.

Position Type: Full-time

Salary: $80,000-$90,000; negotiable and proportional to experience.

Office and Travel Expectations:

This position is based in New York City, with expectations for a hybrid model of remote and in-person work at TRIBE's administrative headquarters in Bed Stuy, Brooklyn. The role requires some availability outside regular business hours to plan and execute major gift meetings with prospects and donors, attend performances on evenings and weekends, network at receptions and special events in NYC, and travel to select global tour sites for donor cultivation and special events.

Timeline & Process:

Job applications will be prioritized through November 15, 2022, with a projected start date on or before January 1, 2023. To apply, please submit a comprehensive PDF that includes your resume, a brief cover letter describing your qualifications and interest in this position, and three writing samples (e.g. grant proposal, letter, annual fund request, etc.) to itsatribe@gmail.com, with "TRIBE ED" in the subject line.

TRIBE is an Equal Opportunity Employer and qualified applicants from historically marginalized backgrounds including BIPOC, queer, or alternative in their personhood are encouraged to apply for this new position. All qualified candidates must be authorized to work in the US. All qualified applicants will receive consideration for employment without regard to race, religion, sexual orientation, gender identity, national origin, disability, military status, or any other characteristic protected by law.

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