

Wednesday, May 10, 2023

Cora Dance Seeks General Manager

Company: Cora Dance

Location: Brooklyn, NY

Compensation: \$33,000-\$36,000 annually

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Cora Dance Brooklyn seeks a part-time General Manager to manage the organization's day-to-day financial and operational activities, ensure compliance, improve efficiency, and work closely with the Executive Director and other staff in managing the operations of the organization.

Led by acclaimed choreographer and arts educator Shannon Hummel, Cora Dance creates transformative dance experiences, bonding people deeply with the artform, one another, and their individual potential to find common ground and authentically connect.

Addressing the inequities that limit access to dance, Cora Dance provides free and pay-what-you-can professional performances and dance education through its Red Hook, Brooklyn-based studio, Cora Dance Brooklyn, and newly formed rural hub in Clifton Forge, VA, Cora Dance Alleghany. No one is ever turned away from Cora programs or performances based on their ability to pay.

The General Manager serves as the primary financial and operations point of contact for the organization, reporting to and working closely with the Executive Director, and carrying out the following duties and responsibilities:

Finance:

- Manage day-to-day bookkeeping activities including but not limited to tracking accounts payable and accounts receivable, inputting and tracking income and payments; invoicing; providing receipts; and the like;
- Prepare monthly, quarterly, and as-needed cash flow reports, year-to-date tracking, projections, and other financial reports as needed for funders, Executive Director and Board of Directors;
- Manage the organizational budget, providing approval of expenditures, optimizing expenses, and maintaining budgetary and resource allocation plans;
- Reconcile all bank, credit cards, petty cash and other accounts;
- Manage insurance and payroll processing;
- Support the Executive Director in the preparation of the annual organizational budget; programmatic and project budgets; accurate financial reports for the Board of Directors; and the annual audit, working with external accountants, Finance Advisor, and the Board Treasurer to prepare said audit and annual financial statements
- Prepare documentation for taxes, including management and recordkeeping for 1099 contractors;
- Manage and prepare necessary governmental filings and financial recordkeeping to ensure compliance with all federal, state and local employment laws and regulations;
- Train and oversee front-of-house/box office staff for ticketed events and/or assist with working box office for major events;

Operations/Staff Support:

- Oversee day-to-day operations including managing utility, vendor, and rental payments; supply ordering; billing and payment collection for tuition, space rental, and other services provided by the organization;
- Maintain the relationship with the landlord and ensure issues, repairs, maintenance, or facilities concerns are addressed;
- Manage the annual review of employee manuals, policies, itineraries, systems and other operational procedures of the organization, oversee staff compliance, and spearhead strategies for improved efficiency, clarity, growth, and effectiveness;
- Ensure all local, state and federal guidelines for health, safety, workplace regulations are met;
- Facilitate weekly staff meetings and participate in other departmental meetings as needed;
- Serve as an ambassador for the mission and programs of Cora.

Qualifications

Required:

- 3+ years in accounting/finance, with a preference for non-profit accounting;
- Bachelor's degree in finance, accounting, non-profit management or a related field or equivalent experience and training required to carry out the responsibilities of the position;
- Proficiency in Google Suite, Quickbooks, Excel, Square, and Eventbrite
- Strong analytical, problem-solving, and management skills;
- Excellent verbal, and written communications skills;
- Ability to prioritize workflow, delegate appropriately, meet deadlines consistently, and be highly accurate and detail-oriented;
- Ability to work with a diverse team of artists, directors, and staff at all organizational levels;
- Eagerness to work in a grassroots, hands-on organization that engages with artists, youth, and families in a dynamic, socio-economically and culturally diverse community.

Schedule & Compensation

This position is part-time salaried, non-exempt, 25 hrs/wk. The General Manager's weekly schedule will take place Monday - Thursday at days/times mutually agreed upon at hiring between 11am and 6pm. This is a hybrid position, with a requirement of in-office work a minimum of 2 days per week. Occasional evening or weekend hours required for attendance at organizational events.

\$33,000-\$36,000 annually. Part-time, salaried employees are eligible for the following employment benefits:

- 2 weeks of paid vacation and paid time off for all federal holidays,
- Generous sick/personal day policy,
- Access to free and subsidized studio rentals.

FOR IMMEDIATE HIRE. Applications will be accepted until the position is filled. Please email a resume and brief cover letter detailing your interest and relevant experience to jobs@coradance.org with General Manager in the subject line.

This posting is intended to describe essential job functions and requirements and is not an exhaustive list of all duties and responsibilities. Cora Dance is an equal employment opportunity employer dedicated to maintaining an inclusive and equitable work environment and does not discriminate against any employee or applicant for employment on the basis of race, color, religion, sex, pregnancy, national origin, age, disability, veteran status, marital status, sexual orientation, gender identity, or any other legally protected class. Cora Dance is committed to creating a dynamic work environment that values community, teamwork, creativity, understanding, and appreciation. People of color, women, LGBTQ individuals, and people with disabilities are strongly encouraged to apply. For more information, visit www.coradance.org.

Cora Dance
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www.coradance.org

For more information:
Casey Fodge
jobs@coradance.org

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