

Tuesday, January 28, 2025

## Community Action Manager at Gibney

Company: Gibney Dance  
Location: New York, NY  
Compensation: \$44,000-\$48,000

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### ABOUT GIBNEY

Gibney's mission is to tap into the vast potential of movement, creativity, and performance to effect social change and personal transformation. Gibney's vision is to bring together communities working at the intersection of art and social justice to build momentum and catalyze action beyond the studio and stage.

Gibney is a dance company, a performing arts hub, and a social action incubator located in New York City. Our artistically acclaimed and socially active Company of Artistic Associates performs works by renowned and rising contemporary choreographers. Gibney's Community initiatives use art to prevent and move beyond violence 365 days a year. We are the steward of two beautiful locations comprising a vibrant performing arts Center. Through expansive programming, we push boundaries, address pressing issues, lift voices, and mobilize the power of movement to transform lives and, in turn, change the world.

Gibney embodies...

Respect – *we are considerate, thoughtful, and act with integrity.*

Advocacy – *we are supportive, principled, and catalytic.*

Responsibility – *we are collaborative, responsive, and dedicated to sustainable change.*

Action – *we are resourceful, proactive, enterprising, and resilient.*

Equity – *we are inclusive and committed to justice, anti-racism, anti-oppression, and diversity.*

These values are intrinsic to Gibney and guide how we work and interact with our core communities.

### POSITION OVERVIEW

Position Title: Community Action Manager

Reporting Structure: This position reports to the Senior Director of Community Action

Location: This is a hybrid position working 3 days in office at Gibney's 280 Broadway location and 2 days remote with occasional travel to partner sites.

Core Hours: The typical working hours for this position are 9:00am – 5:00pm OR 9:30am – 5:30pm, Monday through Friday with occasional evenings.

Job Classification: Full-time, Non-Exempt

Essential Duties: The Community Action Manager (CAM) manages 6–10 (and growing) Community Actionists, Gibney's teaching artists for the Hands are for Holding® and Move to Move Beyond® programs; supports and maintains ongoing communication and growth of Community Action (CA) partners; and administers data collection, evaluation and a summary of outcomes for each CA program.

### RESPONSIBILITIES

#### GENERAL COMMUNITY ACTION (CA) SUPPORT

- Gathers availability from the Community Actionist team for all programs
- Keeps all CA calendars up to date including the availability calendar for the Community Actionist team
- Communicates timely with Community Actionists about their upcoming workshops, trainings and meetings
- Manages data collection, data entry and information for CA's institutional and city funders, and other Development support
- Coordinates and leads all communication with the Marketing Department such as sharing promotional materials and language for social media posts, e-blasts, etc.
- Supports the tracking of CA's deliverables for the current fiscal year
- Attends weekly Community Action administration staff meeting
- Attends and supports special meetings or events related to CA programming, as needed

#### HANDS ARE FOR HOLDING® (HAFH)

- Attends Partner Meetings and weekly HAFH team meetings to take notes and support the HAFH team with any administrative tasks
- Coordinates and communicates the casting for all HAFH workshops with Community Actionists once a HAFH workshop is scheduled and confirmed
- Communicates meetings, trainings, or workshop debriefs to the Community Actionist team in collaboration with the Deputy Artistic Director of Community Action
- Tracks, records, and submits payment for Community Actionists, and sends breakdown pay receipts to each team member on payroll day
- Supports Senior Manager of Partnerships and Senior Director of Community Action in maintaining Gibney's current partnerships with multiple schools and organizations across New York City and the country
- Creates HAFH calendar events that includes date(s), time, address, partner contact, confirmed Community Actionist team, and any relevant notes
- Transfers the information from the partner form into the calendar event and communicates any relevant partner information to the HAFH team
- Manages the hiring of Community Actionists
- Supports the logistics of Community Actionist trainings and attends trainings, when needed
- Attends in-person workshops when needed to support with partner communication and technical needs
- Keeps the HAFH COMPDOC up to date including Actionist fees and data needed for mid-year and final reports for funders
- Supports the tracking of CA deliverables

#### MOVE TO MOVE BEYOND® (MTMB)

- Supports the coordination and communication of the movement workshop schedule with Community Actionists as workshops are scheduled, in collaboration with the Community Action Coordinator
- Works collaboratively with Community Action Coordinator for scheduling and balancing of MTMB and HAFH workshops
- Tracks, records, and submits payment for Community Actionists, and sends breakdown pay receipts to each team member on payroll day
- Keeps track of the MTMB Actionist expenses and ensures budget goals are met
- Collaborates with the Development department & CA team to share necessary data for grant reports

- Attends weekly MTMB meetings to take notes and support the MTMB team with any administrative tasks, as needed
- Attends in-person workshops when needed to support with technical needs

#### MOVE TO MOVE BEYOND STORYTELLERS

- Coordinates the overall schedule including in-person and virtual gatherings, rehearsals, and performances in collaboration with the Creative Director of Learning and Leadership
- Communicates the rehearsal schedule with the MTMB Storytellers
- Supports the overall visioning of the program in collaboration with the Senior Director of Community Action and Creative Director of Learning and Leadership
- Tracks, records, and submits payments for each Storyteller
- Attends evening gatherings and rehearsals, as needed

#### RESEARCH

- Supports the management and coordination of the Research program, as needed

#### OTHER

Gibney is a growing organization and employees are often called upon to perform other duties that are essential to accomplish organizational goals and meet important deadlines. This kind of work should only be disseminated by the direct supervisor of that staff member and include relocating their original work for that time frame.

#### NONPROFIT EMPLOYMENT CONSIDERATION

Gibney is a mission-based nonprofit performing arts organization. Working in this sector can be personally rewarding with intrinsic benefits and distinct opportunities for growth. However, the compensation will never match that of the private sector or more highly resourced art forms. Candidates for employment are advised to carefully consider their decision to work in this field before seeking or accepting employment at Gibney.

#### EQUAL OPPORTUNITY STATEMENT

Gibney is an Equal Opportunity / Affirmative Action Employer. Gibney provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type because of race, color, religion, sex, sexual orientation, gender identity or expression, the status of being transgender, age, national origin, marital status, citizenship or veteran status, disability, or any other characteristic protected by law. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Gibney is strongly committed to providing reasonable accommodations of disabilities during the application and hiring process. If desired or needed, please contact [hr@gibneydance.org](mailto:hr@gibneydance.org).

#### IDEAL QUALIFICATIONS

Please note that Gibney is committed to building inclusive teams that reflect the diversity of its community and allow staff to leverage their unique perspectives, skills, and potential. We strongly encourage applications from individuals who may not meet all these "ideal qualifications," but have transferrable skills or experience.

- Passion and interest in the growing field of arts in health and working with communities using the arts
- 1-3 years of coordinating/managing programs or projects at a non-profit organization, governmental agency or the private sector.
- Background in managing/coordinating people is strongly desired
- Ability to move projects forward while remaining open and adaptable to new ideas and different perspectives
- Strong communication skills, written and verbal
- Sincere commitment to inclusion, diversity, equity, and access
- Exceptional time management and organizational skills
- Ability to work collaboratively, as well as individually
- Entry level proficiency in Microsoft Word, Excel, and Google Workspace
- Entry level proficiency of Canva and OneDrive is strongly desired
- Background in evaluation, collecting and entering data is strongly desired
- Spanish speaking is strongly desired

Gibney strongly encourages employees to remain up to date with COVID-19 vaccination as defined by the CDC.

#### COMPENSATION & BENEFITS

The general salary range for this full-time position is \$44,000-\$48,000; however, exceptionally qualified candidates will be considered at levels commensurate with their experience.

Currently, Gibney offers full-time employees a generous benefits package including:

- 18.5 paid holidays per calendar year, including a one-week organization-wide break
- Starting rate of 10 vacation days annually
- 4 personal days/floating holidays annually
- 12 sick days per calendar year
- Medical, Dental, and Vision insurance
- 401K Retirement Plan
- 12 Weeks Paid Family Leave
- Short-Term & Long-Term Disability Benefits
- Flexible Spending Account
- Transportation Reimbursement Program
- Access to unlimited, free early morning rentals and subsidized staff rental rates
- Access to unlimited, free dance classes
- Access to professional development opportunities and mental health resources

#### APPLICATION INSTRUCTIONS

To be considered for the position, please submit your application to [community@gibneydance.org](mailto:community@gibneydance.org) with Subject: Community Action Manager\_YOUR NAME.

Your application should include a brief cover letter that outlines why you are interested in working in Community Action and how your background matches the responsibilities of the position; resume; and 2-3 references. Applications are requested by Friday, Feb 7th 2025. Mid to late February start.

All expressions of interest and conversations will be held in the strictest confidence; references will not be contacted without the candidate's permission. Incomplete submissions will not be considered nor will submissions that are sent via postal mail, fax, or phone. Thank you.

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