

Friday, August 8, 2025

Seeking General Manager for Gibney Company

Company: Gina Gibney Dance, Inc.

Location: New York, NY

Compensation: \$100,000 Annual Salary

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WE'RE HIRING!

GENERAL MANAGER FOR GIBNEY COMPANY

The Gibney Company General Manager is a full-time, executive leadership position at Gibney. Reporting directly to Founder, Artistic Director and CEO Gina Gibney, the General Manager will be responsible for the administrative direction of every aspect of the organization's resident Company.

The General Manager directly supervises a full-time administrative team and a part-time technical team. They work closely with the Senior Director of Business Development and collaborate with Gibney's full administrative team, including Advancement, Marketing, Finance, and Operations.

For more info, visit gibneydance.org/employment

GIBNEY

POSITION SUMMARY

The Gibney Company General Manager is a full-time, executive leadership position at Gibney. Reporting directly to Founder, Artistic Director and CEO Gina Gibney ("Founder"), the General Manager will be responsible for the administrative direction of every aspect of the organization's resident Company.

The General Manager will directly supervise a full-time administrative team (Company Manager and Administrative Coordinator), and a part-time technical team (Technical Director, Production Manager, and Stage Manager). The General Manager works closely with the Senior Director of Business Development, who is charged with cultivating touring and other revenue-generating opportunities. The General Manager collaborates with and is supported by the full Gibney administrative team including Advancement, Marketing, Finance and Operations departments.

Charged with leading the next phase of Gibney Company's expansion, the General Manager will work with the Founder to implement and build a five-year Growth and Refinement Plan, develop new relationships and partnerships, advance entrepreneurial initiatives, and build a sustainable model with robust revenue sources. Key responsibilities include strategic planning, financial management, and day-to-day operations, with additional oversight of booking, touring, and marketing efforts.

The Company General Manager will be a focused individual who is both strategic and action-oriented. The ideal candidate is an entrepreneurial leader with proven business acumen and a deep commitment to dance and social impact.

RESPONSIBILITIES

VALUES-DRIVEN LEADERSHIP

- Embody and model Gibney's core values of Respect, Advocacy, Responsibility, Action, and Equity in all aspects of leadership, communication, and decision-making.
- Foster a culture of integrity, inclusion, and collaboration that aligns with Gibney's mission and vision.

STRATEGIC LEADERSHIP

- Works directly with the Founder to develop, drive, and execute a dynamic Growth and Refinement Plan for Gibney Company.
- Applies strategic skills, guides agile course correction, and plans for additional growth and opportunities.
- Works with the Founder to define and track success metrics related to growth, financial sustainability, and community engagement.
- Collaborates with other members of the executive leadership team on organizational decision-making, program strategy, and organizational advancement.
- Strives to be an active, engaged, and caring leader within the New York City dance community.

ADMINISTRATIVE LEADERSHIP

- Deploys the Company's artistic vision, history, and philosophy to advance ambitious artistic and growth plans.
- Builds and sustains a collaborative and inclusive management culture that fosters cooperation, communication, teamwork, and trust.
- Effectively manages the Company's administrative and technical teams.

- Facilitates communication, program activity, and planning with the Founder and Company Director.
- Ensures clear, proactive communication between Gibney Company and other artistic and administrative departments within the organization.
- Strengthens the connection between the Company and the larger organization.
- Coordinates external consultants, including production and booking support, public relations, digital marketing, and brand design.

ARTISTIC MANAGEMENT

- Ensures that the needs of the Director and Artistic Associates (Company Members) are met, and that resources are available as needed.
- Maintains effective communication with and among the Company and Gibney staff.
- Negotiates dancer contracts and manages employee relations issues in cooperation with the Founder. Manages relationships and contracts with choreographers, designers, collaborators, technical personnel, and their designated representatives.
- Negotiates fees and royalty agreements for all new works, including choreographers, designers and music licensing and rights.
- Works with Gibney's legal team to ensure adherence to contractual terms.

BOOKING & EARNED REVENUE

- Works with the Founder, Senior Director of Business Development, and Company Director to cultivate meaningful and financially sustainable touring opportunities that fully leverage the Gibney Company model and organizational resources.
- Cultivates opportunities for earned revenue streams from performances, residencies, and partnerships.
- Works with the Senior Director of Business Development and designated staff to plan tours and negotiate contract terms.
- Manages relationships and contracts with all venues and presenters.
- Oversees and approves touring itineraries, rehearsal and technical schedules, including production schedules for the creation of new works.
- Manages presenter settlements as well as reconciliation of box office revenues for selfproduced engagements.

DEVELOPMENT & DONOR CULTIVATION

- Works with the Founder and Development staff, led by the Directors of Individual and Institutional Advancement, to cultivate, establish, and sustain donor relationships, including individual, corporate, foundation, and government sources.
- Supports grant and report writing, contract compliance, sponsorships, and annual appeals.
- Prepares quarterly reports on Company progress for key funders and stakeholders.

COMMUNITY RELATIONS & MARKETING

- Forges and maintains important external relationships with the broader community, including funders, presenters, and other arts organizations.
- Ensures that the Gibney Company and the broader organization—its mission, programs, and services—are consistently presented in a clear, compelling, and mission-aligned manner.
- Works with the Marketing staff and a team of external consultants to establish and reinforce Company branding.
- Oversees the development and implementation of marketing strategies for residencies, partnerships, and community initiatives.
- Represents the Company at all performances, events, and cultivation activities.

FINANCE

- Oversees financial planning, forecasting, and reporting for the Company, including a multiyear sustainability plan.
- Plays an active role in annual budgeting as part of the executive leadership team.
- Directs Gibney Company's efforts to plan, monitor, reconcile, and achieve budgeted income and expense goals, maintaining accountability to the organization and transparency within the department.
- Supports the Finance and Development teams in preparing budget proposals, financial reports, and interim and final reports.
- Prepares financial analyses and reports to support Company decision making.

OTHER

Gibney is a growing organization and employees are often called upon to perform other duties essential to accomplish organizational goals and meet important deadlines.

NONPROFIT EMPLOYMENT CONSIDERATION

Working in the nonprofit sector can be personally rewarding, with intrinsic benefits and distinct opportunities for growth. Working at Gibney offers the opportunity to contribute meaningfully to a mission-driven arts organization that values creativity, collaboration, and impact. While compensation may differ from the private sector or more resourced fields, the intrinsic rewards of mission-driven, creative work at Gibney are meaningful. Candidates for employment are advised to carefully consider their decision to work in this field before seeking or accepting a position at Gibney.

QUALIFICATIONS

The successful Company General Manager candidate will possess the following experience and qualifications:

- A Bachelor's Degree and/or equivalent experience. Master's Degree preferred.
- 8+ years of leadership and operational experience in an arts-related organization.

- Extraordinary commitment to the national dance community.
- Outstanding leadership ability, including non-profit dance leadership experience.
- Entrepreneurial spirit, enthusiasm, creativity, and resourcefulness.
- Demonstrated skill at developing and driving strategic initiatives that have taken an organization to the next stage of growth or stability.
- Strong understanding of finance and budget management, including budget preparation, analysis, and reporting.
- Flexible, adaptable, and resourceful.
- Strong skills in planning, delegating, program development and task facilitation.
- Proven commitment to inclusion and anti-racism.
- Comfortable in a collaborative, open-office environment.
- Ethical, trustworthy, and able to maintain the highest level of confidentiality.

COMPENSATION & BENEFITS

The salary range for this position starts at \$100,000. Exceptionally qualified candidates may be considered at a higher level, commensurate with 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
- Life and Accidental Death & Dismemberment Insurance
- Flexible Spending Account (FSA) and Health Savings Account (HAS)
- 401(k) retirement plan
- 12 weeks paid family leave
- Short-term and long-term disability benefits
- Transportation reimbursement program

As part of Gibney's commitment to movement and creativity, all full-time staff are invited to participate in our dance classes and utilize our studios as part of their own personal and artistic growth. Additional staff benefits include:

- Unlimited, free access to Gibney's dance classes
- Free early morning studio rentals and subsidized rental rates at other times
- Ongoing professional development opportunities and access to mental health resources

APPLICATION INSTRUCTIONS

To be considered for the position, please submit your application to Gina Gibney c/o hr@gibneydance.org.

Your application should include a brief cover letter, resume, and 3 references. Applications are requested by Monday, September 8, 2025, but early submissions are strongly encouraged.

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 sent via postal mail, fax, or phone be considered.

Gibney is committed to providing reasonable accommodations for disabilities during the application, hiring, and employment process. For more information, please contact Alaina Wilson at alaina@gibneydance.org.

EQUAL OPPORTUNITY STATEMENT

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.

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For more information:
Human Resources
hr@gibneydance.org