

Friday, January 9, 2026

Community Action Manager

Company: Gina Gibney Dance, Inc.
Location: New York, NY
Compensation: \$47,500

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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

Organization: Gina Gibney Dance, Inc. (Gibney)
Location: 280 Broadway, New York, NY
Reporting Structure: Senior Director of Community Action
Job Classification: Full-time, Non-Exempt
Core Hours: 10 am–6 pm, Monday–Friday

Essential Duties: The Community Action Manager (CAM) manages 6–13 (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.

Position Summary: The Community Action Manager (CAM) plays a central role in the day-to-day management and coordination of Gibney's Community Action department. Reporting to the Senior Director of Community Action and working in close partnership with the Community Action Coordinator (CAC), the CAM ensures continuity, clarity, and momentum across programs, staff, and partnerships, particularly during periods of transition.

The CAM is responsible for managing people, processes, schedules, and information across Community Action initiatives, including Hands are for Holding®, Move to Move Beyond®, and related programs. This role requires strong organizational judgment, the ability to prioritize and problem-solve independently, and a collaborative leadership style that supports teaching artists, partners, and internal teams.

The ideal candidate is comfortable holding responsibility, keeping multiple programs moving simultaneously, and serving as a reliable point of coordination and decision-making within the department. While the CAM works closely with senior leadership, the role requires initiative, follow-through, and a high degree of ownership over daily operations.

RESPONSIBILITIES

DEPARTMENT & TEAM MANAGEMENT

- Manages and coordinates a growing team of Community Actionists (6–13 and expanding), ensuring clear communication, scheduling, and expectations across programs
- Serves as the primary point person for day-to-day Community Action operations, addressing issues as they arise and escalating thoughtfully when needed
- Gathers and manages availability for Community Actionists and maintains accurate, up-to-date departmental calendars
- Communicates proactively with Community Actionists regarding workshops, trainings, meetings, and schedule changes
- Supports the hiring, onboarding, and training logistics of Community Actionists in collaboration with the Senior Director of Community Action

PROGRAM COORDINATION & CONTINUITY

- Oversees scheduling, staffing, and coordination for Hands are for Holding®, Move to Move Beyond Storytellers, and related initiatives
- Works closely with CAC to oversee the Move to Move Beyond® program ensuring cohesion and coherence within the department
- Ensures programs are staffed appropriately and delivered smoothly, with attention to consistency, reliability, and partner experience
- Attends program meetings as needed to support coordination, documentation, and follow-through
- Attends in-person workshops when necessary to support logistics, partner communication, and technical needs

OPERATIONS, REPORTING, & DATA

- Manages data collection, entry, and organization for institutional and city funders in collaboration with Community Action and Development teams
- Tracks program deliverables, participation data, and outcomes across the fiscal year
- Maintains key internal tracking documents (including calendars, compensation documents, and payment records) needed for reporting and evaluation
- Supports the preparation of data and documentation for mid-year and final funder reports

CROSS-DEPARTMENTAL COORDINATION

- Coordinates with the Marketing Department to share program information, language, and materials for promotion and communications
- Works collaboratively with Development, Operations, and Partnerships staff to ensure accurate information flow and alignment
- Participates in weekly Community Action meetings and other relevant internal meetings

FINANCIAL & ADMINISTRATIVE OVERSIGHT

- Tracks, records, and submits payments for Community Actionists and Storytellers, ensuring accuracy and timeliness
- Maintains awareness of program-related expenses and supports budget tracking in collaboration with senior staff

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.

QUALIFICATIONS

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 every qualification listed below but who bring relevant experience, transferable skills, and strong alignment with Gibney's mission and values.

- Demonstrated interest in and commitment to community-based work at the intersection of arts, health, and social justice
- 2–5 years of experience coordinating or managing programs, projects, or operations in a nonprofit, public-sector, or mission-driven setting; experience supporting or managing people strongly preferred
- Proven ability to manage multiple moving parts, prioritize effectively, and keep work moving forward in a fast-paced, collaborative environment
- Strong organizational judgment and follow-through, with the ability to take initiative within established structures and escalate issues thoughtfully when needed
- Clear, professional communication skills, written and verbal, with the ability to work effectively across teams and with external partners
- Demonstrated commitment to equity, inclusion, and access, and experience working with diverse communities and stakeholders
- Ability to work both collaboratively and independently, with comfort serving as a central point of coordination and accountability
- Working proficiency in Microsoft Word, Excel, and Google Workspace
- Working proficiency in Canva and OneDrive strongly preferred
- Experience with data collection, tracking, and reporting for programs or grants strongly preferred

COMPENSATION & BENEFITS

The general salary range for this non-exempt position is \$47,500, with flexibility for exceptionally qualified candidates.

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

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.

APPLICATION INSTRUCTIONS

To be considered for the position, please submit your application to hr@gibneydance.org.

Your application should include a brief cover letter, resume, and 3 references. The position will remain open until filled. Applications are requested by January 23, 2026.

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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For more information:
Human Resources
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