



Position Description — Managing Director

Part-time / flexible hours (daytime, evening, weekend)

Work from home; travel to meetings, rehearsals, and events

Independent Contractor

Starting pay: \$1100 per month

Application open until January 31, 2019

L.A. Contemporary Dance Company (LACDC) is a community-minded, non-profit repertory company devoted to the creation and promotion of cutting edge contemporary dance by Los Angeles artists. LACDC is comprised of a talented group of artists who perform and teach in LA, as well as nationally and internationally, and are supported by a dedicated, professional staff and Board of Directors. LACDC is active throughout the year with rehearsals and performances usually in January - May, and September - November, and classes / workshops during these production periods. We also host an annual 2-week Summer Intensive and a 3-day Winter Intensive.

The LACDC team includes the Artistic Director, Media Director, 6 Board Members and approximately 12 dancers. Our current operating budget is between \$150,000 - \$200,000.

For more information about the company, please visit www.lacontemporarydance.org

Position Summary

The Managing Director (MD) is a partner to LACDC's Artistic Director (AD), and is responsible for the operational, financial and administrative duties of the organization. The ability to form a mutually respectful partnership with the AD is vital to the success of this position. Both MD and AD report to the Board of Directors and attend meetings on a quarterly basis to report on ongoing artistic and administrative activities, and the financial and cultural health of the organization. The MD assists the Board of Directors and staff in implementing the strategic plan and managing the tactical goals to activate this plan. It is critical that the Managing Director maintains a strong commitment to the mission and vision of LACDC, and manages the business with longevity and financial stability in mind.

Duties & Responsibilities

Operations:

- Serve as the primary producer for LACDC's season including all performances, events, and training programs (self productions, commissions, etc.).
- Act as the primary liaison in negotiations between the presenter or venue, and the AD for production management locally or when touring. This includes contracting and relationship management between the company and the presenter / venue.
- Manage box office and concessions (when self producing) or work with the box office of the presenting house to manage online ticket purchases, walk-up tickets, discounts, financial reports, and payouts.
- Organize and train volunteers for event assistance with check-in process, concession sales, assisting attendees with logistics on-site, etc.
- Manage front of house and representation of company on-site at all events including signage, merchandise sales, greeting of guests, etc.

- Develop relationships with community organizations to build bridges with their constituents and offer outreach programming that coincides with LACDC's artistic programming including workshops, residencies, works-in-progress showings, open rehearsals, Q&A sessions, etc.
- Research grants that align with artistic programming and mission. Manage grant submissions including development of materials with the Artistic Director and tracking application due dates, progress and final submission.
- Tour management including booking travel and accommodations (if not covered by the presenting organization), itinerary creation with Artistic Director; communicate and uphold touring policies with all artists traveling, and act as the liaison between LACDC and the hosting organization.

Administration:

- Execute day-to-day business operations to support the programming and mission of the company
- Serve as primary spokesperson for LACDC by answering emails, external inquiries, and general communications with the company.
- Take meetings on behalf of the company with potential partners, presenters, and donors.
- Support the communication and collaboration of the Artistic Director, Media Director, Intensive staff, teachers, dancers, and collaborating artists by organizing meetings, developing shared documents, creating a calendar of all events and deadlines, etc.
- Handle all contract negotiations with the advisement of the Artistic Director and consideration of the current budget. Execute contracts for dancers, staff, collaborators, venues, rentals, etc.
- Secure insurance policies for all necessary coverages including General Liability, D&O and Property.
- Research organizational best practices and introduce policies that continue to professionalize LACDC's business practices.
- Schedule annual Leadership and Board Retreats to develop strategies for the long-term success of the organization; Capture action items and tasks, and track progress on those assignments.

Finances:

- Generate annual budgets with the AD to be approved by Q4 by the Board of Directors.
- Manage budget and track actuals; Make all entries into Quickbooks to ensure accurate translation of accounts with the bookkeeper.
- Provide monthly reports to bookkeeper including Quickbooks files, budget notes and W9 information at the end of the year for tax purposes.
- Plan cashflow to maintain a surplus in the company's bank account by strategizing cash use vs. credit card use for expenses, and tracking when funds will be deposited from grants, fundraisers, ticket vendors, etc.
- If a grant is awarded, the MD is responsible for completing reports and invoicing for payments as designated by the grant.
- Maintain database of audience, students, donors, etc. on Artful.ly (an online database program run by Fractured Atlas) and utilize information to develop lists for targeted marketing for shows, classes, and fundraising initiatives.
- Generate and distribute all donor receipts from fundraisers

Communications

- Support the development of the marketing strategy with the AD and Media Director, and review marketing materials.
- Set marketing calendar for the season with AD and Media Director.
- Manage development and distribution of press releases for productions and interest stories with Media Director.
- Review content for the monthly newsletter with Media Director.
- Preserve brand in all formats including presentation of the name, logo, and associated imagery.

Advocacy

- Act as a spokesperson for the organization via public/social appearances, fundraising events, conferences, and networking events.
- Develop key relationships and alliances with artists, sponsors, donors, grantees, partner organizations, and community leaders.
- Attend workshops and professional development opportunities.
- Be a participating member of DRC, Dance/USA, and other relevant associations in the field.

Company Culture

- Promote an organizational culture that fosters diversity, cooperation, communication, teamwork and trust.
- Investigate any claims of harassment and mediate conflicts as necessary.
- Ensure that the personnel policies of LACDC are adhered to in all hiring and employment practices.
- Administrate annual performance reviews of artists and staff.
- Maintain an environment that attracts, keeps, and inspires a diverse community of contributing artists, staff, contractors and partners.

Candidate Requirements

- Proven leadership or relevant management experience, specifically in the non-profit sector
- Strong strategic, analytical, and planning skills
- Experience with project management and performing arts production
- Accountable to deadlines and able to hold others accountable
- Excellent oral and written communication skills with the ability to motivate and direct people
- Proficient in Quickbooks, Microsoft Office, and G-suite (google docs)
- Willingness and ability to work some weekends and evenings
- Have a valid driver's license and be willing to drive to run errands and attend events as needed
- Bachelor's degree and/or equivalent experience