

NEW YORK THEATRE BALLET & Ballet School NY



POSITION SUMMARY | EXECUTIVE DIRECTOR

JUNE 2017

Position Specification

Position	Executive Director
Company	New York Theatre Ballet & Ballet School NY
Location	New York, NY
Reporting Relationships	<p>NYTB Board of Directors comprised of 13 community members from the arts and business sectors of NY.</p> <p>Reporting to the Executive Director is a staff comprised of the Founder and Artistic Director, a Finance Manager, Grants Officer, Associate Artistic Director and Administrator.</p>
Website	nytb.org

Company Bio

New York Theatre Ballet was founded in 1978 by its artistic director, Diana Byer. Now in its 38th season, NYTB has been newly invigorated by a recent move to the historic St. Mark's Church-in-the-Bowery. New York's downtown ballet company, NYTB performs a unique repertory of chamber ballet masterpieces and new works by emerging choreographers, as well as innovative one-hour ballets for young audiences. In addition, the Company has a strong commitment to reaching children and families in underserved communities through its pioneering LIFT Community Service Program as well as in touring to smaller cities and venues where dance is infrequently performed. For over 38 years, NYTB has toured from coast to coast and internationally, its performances often introducing to first-time audiences ballets created by the great masters, as well as to its popular one-hour story ballets. NYTB's performances, often

with live music and in smaller venues, allow audiences to experience a vast spectrum of dance in an intimate and highly personal way.

The Role

The Executive Director is the chief executive of New York Theatre Ballet (NYTB) and Ballet School NY and must be passionate about ballet and bringing dance to a diverse audience, adults and children. In this role, the Executive Director is responsible for all organizational policies, procedures, programs, and the finances of the organizations.

The Executive Director oversees all staff, consultants and faculty and is the primary fundraiser and spokesperson for the organization. The Executive Director will conceptualize, oversee, and implement fund raising initiatives, manage board relations, and facilitate decision making in collaboration with the Artistic Director. He/she will be present at performances, programs, fundraising events, and coordinate the activities of all outside resources such as consultants, presenters, guest faculty, etc. Along with the Artistic Director, the Executive Director is the “face” of the organization, addressing the public, donors, funding organizations, and patrons.

Key Responsibilities

- Board Governance and Development
- Strategic Planning
- Financial and Budget
- Fundraising
- Company Engagement

- In-house bookings
- Audience Engagement
- Operational Management

Specific Tasks

- Establish all organizational policies, procedures; and serve as primary spokesperson for the organization
- Serve as chief executive officer for NYTB/BSNY, reporting to the Chairman of the Board and to the Board at each board meeting
- Responsible for the financial health of the organization and ensure that earned and contributed income meets budget projections; oversee program, budget, and performance development; and manage fundraising activities on behalf of the organization
- Collaborate with the Artistic Director on all company logistics, scheduling and performance management for touring engagements and home performance seasons; set the company performance calendar
- Maintain positive and collaborative relationships with all vendors and community partners, while working closely with the staff. This includes supervising the Finance Manager, Grants Officer, Administrative Assistant, Interns, Production and Stage Managers, Publicist, Graphic Designer, Accountant, and Insurance Brokers
- Manage fundraising efforts with the Artistic Director, Board Chair and development consultants

- Manage the activities of the production design team and ensure that artistic agenda is being carried out in a timely manner and on budget
- Represent the organization to the outside world via the media and at programs, performances, meetings, and events
- Report on the status of the organization's finances, operations, performances, and activities to the NYTB Board of Directors at each board meeting; prepare relevant reports and presentations for the Board's review
- Work with the Grants Officer in the development, management, implementation, and follow-up of all grants
- Develop new income sources, and continue current financial relationships
- Work closely with NYTB publicist for all performances
- Manage in-house ticket sales and subscriber relations. Work closely with theater box office staff during performance seasons

Professional Qualifications

The role requires the Executive Director to work collaboratively with multiple constituencies and inspire the many diverse groups that NYTB reaches. The Executive Director must have experience with a dance or performing arts organization and demonstrate a record of financial and operational management, and be a proven fundraiser who develops and maintains successful relationships with individual donors, foundations, corporations and government funders.

- A minimum of 3 years of experience in non-profit management which encompasses all areas of contracts, insurance, licensing and human relations; a bachelor's degree is required; an advanced degree is preferred

- The ability to strategically plan, execute and oversee both internal and external operations; multi-tasking is a must
- Be effective in all areas of communications; clearly converse with a diverse group of donors, volunteers, artists and the NYTB/BSNY audience
- Proven ability to book dance performances and manage all logistics of touring and production
- Be comfortable and accurate in creating, reading and analyzing ticket sales reports, grants management and donor contributions
- Experience working with high-level donors and corporate entities
- Actively pursue and secure new donors and sponsorships by way of procuring funding sources, contributing to grant proposals and securing partnerships on the local and national levels
- Possess a strong work ethic; be on-site daily, attend and present at performances, work nights and weekends when applicable
- Have the ability to travel; attend conferences, outside performances and networking opportunities

Compensation

Compensation is commensurate with experience.

How to Apply

Please submit the following to Christina Paolucci at cpaolucci@nytb.org. All submissions must be in PDF format. You will receive a confirmation upon receipt. Incomplete applications will not be considered. No phone calls; please do not mail hard copies.

- Cover Letter
- Professional Resume
- A development proposal or writing sample
- Listing of proven and successful fundraising record
- Three professional references with their affiliations and contact information who will be contacted without the approval of the candidate

Materials will be accepted until the position is filled.