



Contact: CJAM Consulting, LLC  
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## Executive / Artistic Director Job Description

### SUMMARY

Dance Place is seeking a dynamic, creative and community-minded Executive/Artistic Director (EAD) to successfully lead and manage one of DC's premiere performing arts presenters with a strong community-based presence. Dance Place offers a collegial and collaborative working environment where staff is empowered and new exciting ideas flourish. The EAD will build on Dance Place's positive consensus-building foundation to lead the organization into the future. This is a newly created position that combines two co-director positions into one. The EAD is charged with shepherding Dance Place's strategic mission and vision of: "building a community of artists, audiences, and students through high quality performances, commissions, training and educational programs." Working in close collaboration with the Board of Directors and supported by a strong senior management team (Finance Director, Development Director, Technical Director, Education Director, Artistic/Community Manager and Communications Director), the EAD will lead the design and realization of all Dance Place initiatives. The EAD will steward Dance Place's institutional development through building a strong business infrastructure and exemplary community engagement practices reflective of the organization's core values (diversity, respect, risk taking).

On the heels of completing a multi-year capital project and institutional capacity expansion, Dance Place began its 36th year with an aim to engage a dynamic visionary to lead Dance Place's work into the future; this new role is to commence in Fall 2017. The EAD will be the driving force behind Dance Place's programs and strategic vision and will be committed to advancing Dance Place's history, mission, programs, culture, and artistic and local community development. The EAD will bring a wealth of knowledge and connections within the arts and culture sector - dance and performance art in particular - and will leverage previous experience, partnerships, and connections in furtherance of Dance Place's reach and impact.

The EAD will bring passion and enthusiasm to Dance Place, blending his/her unique leadership style with Dance Place's integrated and collaborative culture to advance and renew Dance Place practices and artistic vision.

### KEY RESPONSIBILITIES

#### Leadership

- Utilize the organization's recently developed three-year strategic plan to achieve Dance Place's mission Provide executive leadership in managing and enhancing Dance Place's diverse and innovative artistic programs, sustainable financial plan, high-performing staff, facilities, and policies authorized by the Board of Directors
- Lead selection of Dance Place's artistic program season to include diverse, high-quality performances from local, national, and international talent
- Advise the Board of Directors on key artistic and executive management activities; collaborate with the Board on determining short and long-range organization planning, which contribute to organization stability and growth
- Develop, lead, and retain high-performance senior management team and support staff
- Serve as spokesperson for Dance Place, along with the Chair of the Board; effectively represent Dance Place at key external engagements and events to enhance the organization's profile
- Establish sound working relationships and cooperative arrangements with artistic, donor, and community partners

#### Artistic, Education, & Community Engagement Programs

- Attract and develop compelling, culturally rich and relevant artistic programs, education initiatives, and community engagement efforts
- Develop artistic residencies and commission new works that embody risk taking and discovery of new talent
- Lead the planning, implementation, and evaluation of programs, special projects, and services
- Ensure that programs and services contribute to Dance Place's mission and reflect Board priorities
- Monitor day-to-day delivery of programs and services to maintain and improve quality
- Manage contract negotiations with artists, presenting, and co-commissioning partners

#### Operational Planning and Management

- Develop an operational plan incorporating objectives and activities consistent with and supportive of Dance Place's strategic plan
- Oversee the development and implementation of operations and management policies as approved by the Board of Directors
- Complete annual review of operational and management plan; recommending modifications to the Board as appropriate

#### Fund Development & External Relations

- Expand revenue generating and fundraising activities to support general operations as well as existing and new programs
- Act as primary spokesperson and organizational representative in soliciting funding support, cultivating new partnerships, and managing existing partnerships
- Provide leadership and alternate strategies to pursue local and national funding opportunities, and partnerships to support Dance Place's programs
- Facilitate the creation of new methods for engaging supporters and stakeholders including funders, the media, community leaders, city representatives, field collaborators, individual donors, and youth
- Establish and maintain relationships with municipal representatives, funders community partners, and key individual donors
- Lead the design and fulfillment of artistic and institutional marketing plans, public relations efforts, and other communications initiatives

#### Finance & Operations

- Oversee the annual budgeting process; ensure income and expense alignment throughout the year
- Ensure compliance with annual audit and tax filing requirements
- Ensure compliance with all legal and regulatory controls

#### Administrative Management & Human Resources

- Establish a positive, healthy, and safe work environment
- Work collaboratively with staff to ensure the best in program delivery, marketing, fundraising, facility maintenance, community relations, and organizational development
- Lead senior management team members and Board of Directors in developing and fulfilling strategic plans
- Lead the hiring, evaluation, and termination of all staff

### **REQUIRED EXPERIENCE AND SKILLS**

Dance Place's Executive / Artistic Director will have/be:

- Minimum 10 years of executive or senior management experience in the arts and culture sector
- Minimum 10-year portfolio of designing innovative and relevant artistic programming seasons, cultivating and mentoring resident and commissioned dance companies, and shaping education and community programs
- Proven record of fundraising and cultivating institutional and individual donors
- Demonstrated experience leading a non-profit arts organization
- Experience in managing senior, mid-level and entry level personnel (preferably 10+ employees)
- Aptitude in financial management systems including annual budgeting, forecasting, cash flow development and management

- Demonstrated skill in designing and implementing evaluation, tracking and measurement metrics for program and staff performance, revenue and expense management as well as strategic initiatives
- Competence in reconciling program and operations activities to maintain balance between artistic and financial priorities
- Significant knowledge of national performing arts field and familiarity with international performing arts field
- Exemplary oral and written communications skills
- Locally based or willing to relocate

## **ABOUT DANCE PLACE**

Founded in 1980, Dance Place builds a community of artists, audiences and students through high quality performances, commissions, training and educational programs. We are committed to enriching the field of dance locally, nationally and internationally. With a \$1.8M annual budget, our thriving arts campus serves as an anchor in the development of our Brookland / Edgewood neighborhood in Washington, DC.

## **KEY ACHIEVEMENTS**

- 36 year history of prolific local, national and international dance presenting, featuring a diversity of dance genres and cultural voices, including 30 years of the annual DanceAfrica, DC Festival
- Established home to four Resident Dance Companies and three ancillary dance companies, whose teaching artists are primary faculty members
- Created robust array of education programs including afterschool enrichment, dance classes for adults and children, and outreach partnerships with public and charter schools
- Completion of “Moving Forward,” a \$4.5 million dollar capital campaign incorporating expansion and total renovation of the Dance Place facility
- Co-Development of the Brookland Artspace Lofts, providing low-cost housing for artists and three dedicated spaces for Dance Place (office, children’s center and dance studio). Adjacent to Dance Place, the project is the partnership of DC Department of Housing and Community Development, Artspace Projects, Jim Epstein and Dance Place
- Establishment of a Program Enhancement Fund as part of the capital campaign, launching the creation and delivery of free community programming entitled “Art on 8th”
- Conception and development of the future 8th St Arts Park (opening September 2016), which will complete the vision for an Arts Campus in Brookland / Edgewood including Brookland Artspace Lofts, Dance Place’s renovated facility and a vibrant community space in between
- Improved financial position through diversification of revenue, including new national sources of funding from funders such as The Kresge Foundation, National Endowment for the Arts Our Town and the US Fine Arts Fund

**To respond to this position, please submit a cover letter, resume and relevant portfolio materials by January 31, 2017 to: [dpsearch@cjамconsulting.com](mailto:dpsearch@cjамconsulting.com)**  
**No phone calls please.**