



**ROLE DESCRIPTION**      Managing Director

**JOB PURPOSE**              To lead administrative, operational, logistical, promotional, and fundraising efforts for Calpulli Mexican Dance Company in line with its mission

### **ORGANIZATIONAL MISSION**

The Calpulli Mexican Dance Company (hereafter Calpulli) was founded in 2003 with the mission of celebrating the Mexican community through dance including live music. To this end, the organization produces performances via its international touring company, designs arts-in-education experiences for all ages, and leads community outreach activities in the northeastern USA.

### **POSITION SUMMARY**

The Managing Director is the first full-time role for the organization and plays a pivotal role focused on the administration of ongoing and new programming of all projects. The Managing Director reports to the Executive Director and works in partnership with the Artistic Director. The role also supervises other administrative roles including the Company Manager, Bookkeeper, and Social Media Manager. The position is responsible for the organization's consistent achievement of its mission and financial objectives. The Managing Director is based in the New York metropolitan area and delivers day-to-day operational management across all projects for the organization. In order to step forward in our journey on sure footing, the organization will need to develop a robust infrastructure that will enhance capacity.

It is critical that the Managing Director maintain knowledge of significant developments and trends in the field of dance and non-profit management. The ideal candidate will need to be strategic, collaborative, meticulously organized, proactive, communicate clearly, have a sense of humor, and have a passion for Calpulli's mission.

### **DUTIES, VALUES, AND RESPONSIBILITIES**

#### **- PROGRAM OVERSIGHT AND OPERATIONS**

Accountable for the operations of the organization at all levels and proactively seeks opportunities for improvement and cost savings.

- Effectively manage the growth of Calpulli's operations and programs by ensuring a sound infrastructure through foresight and effective planning
- Works in close collaboration with the Artistic Director and Executive Director to ensure program objectives are clearly stated and focused on achievement of stated goals
- Proactively seek performance opportunities, bookings, and other earned-income opportunities in line with the organization's mission
- Carry out day-to-day activities including respond to inquiries, draft proposals and invoices, prepare grant applications and reports, secure rehearsal space, communicate with presenters/ hosts/ venues on all needs including marketing, technical, and logistical
- Oversee and administer all contracting, partnerships, and other collaborative, legal and financial agreements on behalf of the organization including but not limited to touring company bookings, arts-in-education contracts, individual staff, consultant, and artist contracts
- Manage logistics (transportation, accommodations), communications (internal and external), and related Visa/ immigration matters for all performances
- Ensure compliance with all regulators and insurance requirements, obligations, and schedules
- Maintains technical documentation and educational references including study guides
- Obtain all music rights for performances



#### **- FINANCIAL OVERSIGHT**

In partnership with the contract Bookkeeper and Executive Director, ensure that the organization is fiscally sound and that the budget supports implementation of the operational plan

- Track and report on the progress of the annual budget proactively
- Ensure that adequate funds are available to permit the organization to carry out its work
- Supervise accounting personnel and coordinate management of financial and administrative procedures in order to maintain fiscally sound programs and accounting systems to ensure compliance with federal, state and local regulations

#### **- PUBLIC RELATIONS AND MARKETING**

- Coordinate Calpulli brand presence through integration of content and information on all media
- Network with key stakeholders to create new opportunities and support for the organization
- Represent the programs and voice of the organization to agencies, organizations, and the public
- Develop and implement marketing strategy for seasons, educational programs, and other activities
- Draft and issue all organizational press releases, regular newsletters, and other communications in collaboration with social media manager and/ or marketing consultants

#### **- HUMAN RESOURCE OVERSIGHT AND MANAGEMENT**

- Provide leadership for the organization and promote a culture that fosters cooperation, communication, teamwork and trust
- Outsource and oversee staff services as needed including but not limited to accounting, bookkeeping, graphic design, and consulting
- Hire and supervise select staff and independent contractors, to ensure operational effectiveness
- Ensure that personnel policies comply with all relevant local, state, and federal requirements
- Ensure staff evaluations are held and maintain sound human resource practices
- Organize and lead regular planning meetings with staff

#### **- BOARD RELATIONS AND SUPPORT**

- Attend board meetings as ex officio member, present topics as agreed to, prepare agendas and minutes, and assist with meeting logistics and communications as directed by the Executive Director
- Support board members in their fundraising efforts

#### **ADDITIONAL EXPECTATIONS AND QUALIFICATIONS**

Success in this position will depend upon the following skills, traits and requirements:

- Commitment to the mission and vision of Calpulli Mexican Dance Company
- Proven leadership, coaching, and relationship management experience
- Strong analytical and planning skills
- Creative fundraising, development, and marketing experience
- Management experience in the non-profit sector, preferably within the performing arts
- Excellent communications skills with the ability to motivate and direct people
- Excellent skill with Microsoft Office Suite
- Experience with social media tools and examples of engagement through social media
- Flexible work schedule that aligns projects and performances
- A bachelor's degree and/or equivalent performing arts management experience

**COMPENSATION**

A salary range of \$40K-\$50K is planned for the role.

**TO APPLY**

Interested individuals please email your cover letter, resume, and/ or curriculum vitae to Executive Director, Juan Castaño at [castano@calpullidance.org](mailto:castano@calpullidance.org) with the subject line "Managing Director." Individuals proceeding to the interview process will be requested to provide references.

**NONDISCRIMINATION POLICY**

It is the policy of Calpulli Mexican Dance Company, Inc. to provide equal employment opportunities in compensation and other terms and conditions of employment without discrimination based on age, race, creed, color, national origin, gender, sexual orientation, disability, marital status, veteran status, genetic predisposition, or carrier status.

Calpulli Mexican Dance Company, Inc. is committed to assuring equal employment opportunity and equal access to services, programs and activities for individuals with disabilities. It is the policy of the Calpulli Mexican Dance Company, Inc. to provide reasonable accommodation to a qualified individual with a disability to enable such individual to perform the essential functions of the position for which he/she is applying or in which he/she is employed.

The policy applies to all employment and independent contractor practices and actions. It includes, but is not limited to, recruitment, job application process, examination and testing, hiring, training, disciplinary actions, rate of pay or other compensation, advancement, classification, transfer, and promotions.