



Executive Director

ABOUT THE COMPANY

Dance Alive National Ballet's vision is to entertain, educate, enlighten and inspire audiences with the beauty and passion of dance. Dance Alive National Ballet (DANB) aspires to enrich humanity by sustaining a professional ballet company of the highest caliber which strives for excellence in the fields of artistic creativity, performance, education and community leadership. DANB is a registered 501(c)(3) non-profit organization and an equal opportunity employer.

Incorporated in 1966, Dance Alive National Ballet (DANB) is celebrating its 52nd Season. Based in Gainesville, Florida, DANB was incorporated as Gainesville Civic Ballet until 1976 when the Commission for the Arts requested that the organization represent the state as part of its touring roster. The name was officially changed to DANCE ALIVE, and later to DANB, to better reflect the nature of the company. DANB is represented by Siegel Artist Management and has toured regionally for 42 years. The company toured the Midwest through Allied Concert Services, performed and taught in Costa Rica at the invitation of the Minister of Culture and has set works on the National Ballet of Bulgaria at the invitation of the Minister of Culture (2000 and 2002). In 2013 DANB performed in Russia and Brazil at the invitation of both countries.

DANB features an international roster of award-winning dancers. Elegant and exciting, they are at the heart of the company's undeniable success. The repertoire ranges from the quintessential classic, *The Nutcracker*, to the cutting edge movement of contemporary ballet. The distinctive artistic styles of Artistic Director Kim Tuttle and Resident Choreographer Judy Skinner have solidified the company's brand of entertaining and insightful, provocative and joyous ballet. DANB produces full-length works and repertory programs which are performed at home at the Curtis M. Phillips Center for Performing Arts on the campus of the University of Florida and on tour. Programs include works from the classical and contemporary repertory, Balanchine, and works of its resident choreographers who have received seven individual fellowships from the State of Florida. Educational programs and residencies are presented at home and on tour. Outreach programs engage elderly, underserved, student, and at-risk youth populations.

Company highlights include: the licensing of seven Balanchine works including his *Apollo*, a command performance for HSH Prince Albert II of Monaco in 2011, being designated the Resident Ballet Company at the Reilly Arts Center in Ocala, Florida, and a stunning home season and tour year in 2015-16 that included five full-length works and multiple repertory programs representing six choreographers in honor of its 50th anniversary.

Dance Alive National Ballet has an annual operating budget of approximately \$550,000 and is governed by a 12-member Board of Trustees and an administrative staff of 4.

JOB DESCRIPTION

The Executive Director serves as the chief operating officer and is responsible for the financial management of the company, including fundraising. The Executive Director, in collaboration with the Artistic Director, the Board of Trustees, and relevant staff members, will create and execute budgets, manage daily operations, and other business matters as determined. The Executive Director serves as the spokesperson of the organization, promoting the mission and vision of Dance Alive National Ballet while spearheading and executing its strategic plan. Excellent written and oral communication abilities are required.

During the transition period, the Executive Director will report to the current Executive Artistic Director and the Board of Trustees. Following the transition period, the Executive Director will oversee the administrative staff, work collaboratively with the Artistic Director as parallel positions, and report directly to the Board of Trustees.

Roles and Responsibilities:

Board Governance and Development

- Leads DANB to promote the organization's mission and artistic vision, as defined by the Artistic Director and Board of Trustees.
- Reports to the Board of Trustees and the Executive Committee on all matters relevant to his or her activities on a periodic basis, but no less frequently than at each regularly scheduled meetings of the Board of Trustees and Executive Committee.
- Assists Board Chair to engage Board Trustees actively in DANB fundraising, audience development, advocacy, and board development.

Strategic Planning

Develops clear long-range operational strategy with the Board of Trustees and Artistic Director, and ensures consistent and timely progress for implementation.

Financial and Budget

Creates and manages budgets and implements financial plans, working collaboratively with the Artistic Director and staff.

Fundraising

- Responsible for the design and implementation of fundraising strategies
- Builds strong relationships between DANB and their prospects, audience, and supporters.
- Oversees fundraising events

Company Management

- Assist Artistic Director with dancer contracts and arranging for dancer housing.
- Manage satellite community engagements in collaboration with the Artistic Director
- Work with the Artistic Director and booking agent on in-state and regional touring residencies and performances.
- Manages the home season in collaboration with the Artistic Director.

Audience Development

Leads audience development and marketing initiatives and sales campaigns to create and maintain a growing audience base for all DANB programming, including company performances, educational programming.

Management

- Hires and manages administrative staff
- Provides leadership in managing all administrative aspects of the organization, including finance and administration, personnel management, strategic planning, fundraising, education, audience development, and public advocacy
- Responsible for engaging and directing interns and volunteers

Qualifications:

- A Bachelor's or higher degree from an accredited university or college
- A strong record of arts management experience
- Experience with a professional ballet company preferred, but not required
- Strong planning, strategy, analytical abilities and communication skills required, with the ability to meet deadlines and multi-task
- Ability to effectively manage diverse teams in multiple locations
- Experience working with high-level corporate and individual donors
- Experience with special events and presenting performances and responsible for tickets sales
- Ability and willingness to work evenings/weekends to attend organization performances, fundraising and other events

Compensation:

Base salary range \$36,000-\$45,000 depending upon experience with additional bonus opportunity based on performance plus benefits.

How to Apply: Submit the following materials in MS Word or PDF electronic format to: Jennifer@siegelartist.com. Please do not mail hard copies.

- Cover letter
- Resume
- Three (3) development, marketing or other writing samples;
- Three (3) professional references, who will not be contacted without the approval of the candidate.