



Interim Managing Director for Small San Francisco Arts Nonprofit

JOB DESCRIPTION—6-month position

A: Guaranteed 20 hours/week—June 14-December 15, 2019

B: Increase to 30 hours/week—August 15-Dec. 15, 2019
(pending availability of funds—in process)

This consulting position will be reviewed monthly by a leadership team. By early October all parties will decide whether the position might be continued as staff in 2020.

Fee for service: \$50 per hr. for 20 hrs. per week for a six-month contract.

Feel free to download the full job description from the top of our home page @ abdproductions.org

ABD Productions / ANNE BLUETHENTHAL & DANCERS

ABD Productions is a multi-ethnic, multicultural modern dance company dedicated to developing artistic work in collaboration with diverse communities and to inspiring social change through the arts. Since its founding in 1984, the company has maintained its commitment to cross-cultural collaboration and the creation of dance that is women- and queer-identified, spiritual, passionate, and inclusive of all voices. ABD's work endeavors to awaken our collective humanity through bold and nuanced choreographies, injecting the possibility of transformation and beauty into complex and challenging subjects.

A founder-led contemporary arts organization, ABD Productions is engaged in dialogue about a larger transition that would place administrative leadership of Skywatchers, its core program, in the hands of Tenderloin residents. Depending on the timing of this transition, the Interim Managing Director may help strategize and develop that process in conjunction with the Artistic Director and the transition team.

Find more about ABD Productions at the end of this posting.

Or learn more at www.abdproductions.org

Start Date of Interim Managing Director's consultancy: June 14, 2019, or ASAP

Application Deadline: Rolling deadline, with a goal to hire by June 5, 2019.

Reporting: The Managing Director reports directly to the Hiring and Oversight Team, including the Artistic Director/Founder, and is charged with building, nurturing, and sustaining the organization in accordance with the Strategic Mission, Vision, and Values. The Interim Managing Director is responsible for all aspects of fundraising, marketing, development, general administration, and human resources; they will also provide support for production needs through the fall. There are only two, 20+ hour per week positions at the organization: the Artistic Director (AD), and this position. There is also a grant writer, a Finance manager, and an Admin consultant on the team, and various artists who are key parts of each production (managed by the AD). A part-time Program Manager will likely be hired in the Fall of 2019.



ESSENTIAL DUTIES AND RESPONSIBILITIES

Note: The Artistic Director will be on a leave of absence for 4 weeks in mid- to late July.

- **Basic HR management** (10%) (percentages are estimates and will vary)
 - Administrative management of employees and independent contractors, on-boarding of new hires as needed, and general HR oversight for the organization
 - With the AD and Hiring Committee, hire Program Manager or other program support as needed for fall and beyond
 - With AD, explore the implementation of operational systems to support staff
 - Overseeing staff workplans and priorities

- **Fundraising** (25%)
 - Assist with grant writing and grant reporting
(engaging with grant writers and staff team, as needed)
 - Maintain communication with and cultivate individual donor base
 - Identify possible new foundations to whom to apply
 - Support grant reports as needed or LOI's.
 - Managing development planning and updating the Dev Plan and calendar.

- **Daily administrative tasks:** (10%)
 - General communications including fielding inquiries
 - Assist AD as needed with follow-up and scheduling
 - Keep ABD calendar up to date

- **Digital Communication** (15%)
 - Design social media strategy with input from AD
 - Schedule, design, write, and distribute e-blasts via MailChimp with Admin support
 - Manage social media outlets, including Facebook and Twitter with Admin support
 - Keep website current, including updating photos, text, and event announcements

- **Financial management (with Controller)** (10%)
 - Process incoming invoices and payroll for employees
 - Oversee outgoing invoices for contracted fees and other partnerships
 - Process and track donations
 - Work closely with organization's Controller (limited during summer)

- **Database Management** (5%)
 - Manage event tracking and archiving of press & video documentation
 - Collaborate with Program Manager—when hired—on program evaluation

- **Event production** (15% Sept-Dec.)
 - Support Program Manager with coordination of event logistics
 - Support with front-of-house management for performances

- **Meet or communicate weekly** (10%) with Artistic Director, Oversight Team & Senior Program Manager



SKILLS, EXPERIENCE, AND QUALIFICATIONS

The ideal candidate is:

- An assertive, confident, energetic individual who is comfortable working both independently and collaboratively
- A detail oriented, self-directed, and motivated individual able to operate under pressure, prioritize work assignments, and manage concurrent projects

They bring:

- At least 5 years' experience in arts management or non-profit management
- Fundraising experience, including grant writing and donor management/cultivation
- Strong research, writing, and oral communication skills
- Strong skills in digital communications & social media
- Experience working in diverse communities, including those whose members encounter significant and generational disenfranchisement; can articulate and model an ethic of justice and equity
- Highly developed interpersonal skills including both diplomacy and the ability to successfully navigate multiple stakeholders with respect
- Great listening and problem-solving skills
- Evidence of successful team work in past five years of employment or consultancies

They have:

- B.A. or M.A. in arts or nonprofit administration or an arts-related field
- Knowledge of the fields of contemporary performance and community engaged arts
- Experience in event or theatrical production
- Experience with Microsoft Office, Adobe Creative Suite, MailChimp, Hootsuite, QuickBooks
- Experience working with data management
- They are able to work from home and attend meetings in SF weekly.

APPLICATION PROCESS:

Please email:

1. A detailed cover letter (at least 250 words) on why you feel you are qualified and are a superior candidate for the position (please review and be sure you have the experience and skills sought.)
2. Your resume detailing required skills, successes, and experience.
3. 3 references with your application, including their names, title, company, and contact info (phone, and email)
Note: ABD's Hiring Committee members will not contact them without your permission (between interview 2 and 3 only, early June likely, for final applicants.)
4. Provide writing sample, preferably a successful grant proposal or annual fund campaign letter.

Please email your materials with cover letter, resume, samples, and references in one email.

Incomplete application packages will not be considered

ANNE BLUETHENTHAL & DANCERS



Send resume, cover letter, writing sample (ideally a grant or proposal or letter you have had primary responsibility in writing), and the three references as described above via email to: info@abdproductions.org

Contact: The Hiring Committee (note in subject line, [ABD Production job](#))

****Email:** tracygary1@gmail.com, and info@abdproductions.org

Addressee: Tracy Gary & Hiring Committee

Website: www.abdproductions.org

Deadline: ROLLING, with phone and in person interviews, May 13th ideally-June 5th

Questions: Email your questions and we will be happy to get back to you, ASAP.

Please be SURE your name, email and phone are included, or we cannot promise to contact you. We are an equal opportunity employer. All qualified applicants are encouraged to apply. We will confirm receipt of all applications and will let you know if you are no longer being considered within two weeks of the submission of your letter and resume.

ABOUT ABD Productions

The mission of **Anne Bluethenthal & Dancers/ABD Productions** is to inspire social change through the arts. Our women- and queer-centered multi-ethnic company is committed to the production of new dance works created in collaboration with diverse communities. Our dances grow from deep investigations into the language of movement, using that vocabulary in eloquent, bold, and subversive acts of art. ABD Productions has been presenting dance in the Bay Area for over 35 years and has an established community of artists and funders who have supported the success of ABD productions, our nonprofit, and its projects and productions.

About **Skywatchers:** (ADB's current, primary program)

Founded in 2011, **Skywatchers** brings residents of San Francisco's Tenderloin District into partnership with professional artists to create multi-disciplinary, site-specific performance installations that amplify the rich and complex stories, life experiences, and talents of community members. ABD initiated the Skywatchers program in collaboration with Community Housing Project (CHP) and the Luggage Store Gallery.

About Anne Bluethenthal: <http://www.abdproductions.org/about-us-2/>

Please pass this job on to those who may be qualified to manage ABD Productions.

Thank you!