

KAATSBAAN

INTERNATIONAL DANCE CENTER TIVOLI, NY

Kaatsbaan International Dance Center is situated on 153 breathtaking acres in the village of Tivoli, NY in the Hudson Valley. Providing state-of-the art rehearsal residency and performance space to dance artists since 1990, Kaatsbaan **seeks a permanent full-time Program Manager who is highly motivated and an organized arts administrator with superb leadership and communication skills.** This position oversees all artistic administration and coordination and fulfills general/company management for the running of Kaatsbaan's programs. The Program Manager reports to the Executive Director and Artistic Director and manages the Program Associate.

Responsibilities include but are not limited to:

- Manages the planning and administration of all program activities, studio operations, website maintenance, mailings, all forms of marketing, and support in fund-raising and development activities
- Manages year-round calendar of all programs and coordinates outside partners, executing details as required for all projects and initiatives, developing and managing program timelines and schedules
- Manages, issues and tracks all performance contracts and commissioning agreements for participating companies, individual artists, and other personnel, as well as all other contracting processes for partners and vendors
- Acts as Line Producer for all programs and serves as general and company manager, coordinating all artistic and production elements with internal departments
- Draft program budgets as well as track expenditures/revenues and periodic financial forecasting
- Acts as the primary liaison for artists, vendors, seasonal staff and site partners, and administer payments and related paperwork for artists and outside production personnel, as well as supervise travel, accommodations, work permits, and artist hospitality
- Manages research and development for programming, marketing, and development
- Manage and coordinate Special Events including the planning of pre/post performance events, panel discussions and seminars; creating agreements and administering all payments for participants
- Develop Front of House strategies, including audience materials and ticketing
- Manage and coordinate with all departments to ensure effective and timely sharing of information for web and print-based marketing and communications, website content, press releases, announcements, and e-blasts
- Manage and coordinate with all departments to prepare proposals and final reports for funders including preparing documentation, qualitative information, and statistics
- Anticipate, manage and coordinate programming needs with internal departments
- Other duties as assigned

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Qualified Applicants Possess:

- Bachelor's degree, preferably with knowledge in dance, performing arts administration, and/or not-for-profit world
- 5+ years of related experience, preferably with programming experience and 2 years of supervisor experience
- Excellent organizational, written and verbal skills
- Strong ability to generate and implement project plans with keen attention to detail
- Strong understanding of how artists work and track record in supporting development and presentation of work with broad-based knowledge of technical aspects of performance
- Must be thoughtful, sensitive, and professional in interactions with artists, staff, partners, and stakeholders
- Ability to multi-task in a fast-paced environment, prioritize workload and meet deadlines, as well as manage details, while being graceful and diplomatic
- Flexible availability to accommodate evening and weekend performances and events
- Preferably have knowledge of the local surrounding Hudson Valley communities
- Knowledge of financial management and budget forecasting best practices
- Proficient user of MS Office; preferably with Adobe InDesign experience
- Ability to effectively lead a team and delegate responsibilities proactively

Pay commensurate with experience.

We are an Equal Opportunity Employer committed to a diverse workforce and do not discriminate on the basis of race, color, creed, religion, national or ethnic origin, sex, sexual orientation, gender identity or expression, age, disability, or veteran status.

To Apply:

Email your resume to info@kaatsbaan.org and label with Program Manager in the subject line. In the body of the email, please include a letter that addresses the following:

- Why working at Kaatsbaan in this position appeals to you
- How your previous experience makes you the best candidate for this job

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