



Keshet Dance Company and Center for the Arts

Program Leadership Position: *Director of Programming & Engagement*

Full-Time, Exempt, \$72,000 annual salary plus benefits

Position is in-person, located in Albuquerque, New Mexico, with flexible/hybrid work environment.

Keshet is seeking qualified candidates for a leadership position within our program team.

Qualified candidates will have professional dance-field experience and transferrable experience applicable to multiple areas of nonprofit arts administration including dynamic team management, partnership development and management, community relationship building, program evaluation, contract management, and budget management. Additionally qualified candidates will have knowledge and professional experience in areas of community dance education and engagement, arts and social justice practices, professional contemporary dance performance, development, touring, and presenting.

This position oversees an administrative and artistic team of 25 FT and PT staff members, with currently 4 program leadership direct reports along with direct oversight of 6-8 Company Dancers/Apprentices. Keshet's core program areas include a professional contemporary dance company, robust community dance education programs, and a residency center for local, national, and global dance artists.

Qualified candidates will possess fantastic communication skills both written and verbal, interpersonal relationship development skills, and extraordinary attention to detail. Position expectations will be to develop, oversee, and nourish systems, spaces, and people to manage and grow the comprehensive and holistic program initiatives at Keshet with an interconnected team of staff and partners.

This position will work in close collaboration with Keshet's four-person leadership team: Founder & Artistic Director, Director of Strategic Development, and Director of Advancement; engaging as a fourth member of the leadership team.

If applicable, this position could include a small allocation of hours towards artistic practices such as teaching, choreography, or other hands-on program involvement; however this is not required for the position, nor would it be the primary focus of the position.

Qualified applicants should send a resume and cover letter to marissa@KeshetArts.org and cc shira@KeshetArts.org addressing previous program and administrative experience related to the job qualifications above, specifically identifying and differentiating between areas of expertise, areas of general knowledge, and areas of growth interest.

Position will remain open until filled.

For full job description see below:

Job Title: **Director of Programming & Engagement**

Status: Full-Time, Salaried, Exempt

Reports To: Artistic Director

Supervises: Education Director

Theater and Facilities Director

KIIC Program Director, Rehearsal Director & Special Events Coordinator

Community Engagement and FOH Manager

Company Dancers (3-7) and Company Apprentices (2-3)

Leadership Cohort Members:

Director of Advancement

Director of Strategic Development

Position Overview:

Keshet's Director of Programming and Engagement (DPE) supports Keshet's mission *"Rooted in dance, mentorship and a welcoming space for the arts, Keshet activates community and fosters unlimited possibilities through education, engagement, innovation, and the pursuit of justice."*

The DPE oversees all programming elements of the organization, and ensures that Keshet's programs and goals are executed in alignment with Keshet's strategic plan and organizational values and vision, working closely with the Artistic Director in the creation and curation of productions, programs, artists, and artistry. The DPE Position will develop, oversee, and nourish systems, spaces, and people to manage and grow the comprehensive and holistic program initiatives at Keshet with an interconnected team of staff and partners.

The DPE is a core member of Keshet's Leadership Team and collaboratively supports the other members of the Leadership Team to ensure that all programming, operations, administration, fundraising, communications, and organizational strategy remain aligned with Keshet's values, mission, vision, strategic plan, budget, and artistic vision. The DPE serves as an active voice in developing and instigating new ideas, and participates as a thought-partner within Keshet operations, programming, and overall organizational development.

The DPE serves a leader who guides, manages, coordinates, supports, and oversees all program team leaders with emphasis on collaborative communication and priority-setting, ensuring quality programming, balanced initiatives, and a supported staff to achieve organizational and programmatic goals. Further, the DPE supports management growth for their direct team, nurturing these team members' ability to steward their own teams and achieve identified programmatic goals, strategies, and tasks for the organization.

The DPE oversees Company Dancers in a collaborative model, working with the Rehearsal Director to support logistics and the Artistic Director to support artistic vision and direction, collectively supporting the safety, growth, values, and artistic rigor of the Company.

Responsibilities and Oversight includes:

With Artistic Director: Visioning, Strategy, Planning and Development

- Setting goals & priorities for all programming in alignment with Keshet vision, values, and strategic plan within all program pillars: Arts Education and Engagement; Ideas and Innovation Community; Arts and Justice Initiatives; Keshet Dance Company; and the effective intersection and operations of Keshet Center for the Arts within these pillars.
- Weaving vision and implementation together through seasonal strategy development, including setting the production season in partnership with the Artistic Director.
- Supporting and maintaining broader field connectivity in Keshet program areas through participation in local/national/international committees, councils, convenings, etc.

With Leadership Team: Organizational Operations - Collaboration and Support

- Supporting organizational and programmatic budget development and oversight
- Supporting organizational and programmatic fundraising and communications initiatives
- Shaping and Supporting programmatic data and evaluation initiatives
- Supporting staff training, professional development, recruitment, and retention initiatives
- Board and Committee involvement, as applicable

With Program Team: Leadership and Management

- Supporting development and execution of all programming in alignment with Keshet vision, values, and strategic plan by:
 - Supporting the Program Team as they lead the programs setting goals through strategic decision making, ensuring that responsibilities and objectives align with employees' skills and strengths while prioritizing organizational objectives
 - Ensuring quality management and execution of all productions
 - Guiding and supporting the ongoing improvements and new developments (as applicable) within curriculum, collaboratives, productions, and programs including rehearsal and production schedules, season development, education initiatives, etc.
 - Managing Company dancers and supporting their multi-faceted roles at Keshet, and working in collaboration with Rehearsal Director to support logistics and calendars
 - Ensuring Keshet Center for the Arts facilities are safe and functioning at an optimum level for community and staff use
- Fostering collaboration among team members through proactive communication, appropriate delegation, and clear expectations
- Supporting staff training, professional development, recruitment, and retention initiatives
- Managing big picture organizational balance; assessing program prioritization of needs, attention, investments and growth; and supporting active communication with Program Team members and stakeholders on prioritization context and choices.

Qualifications:

- Knowledge and professional experience in multiple areas of nonprofit arts administration including dynamic team management, partnership development and management, community relationship building, program evaluation, contract management, and budget management.
- Knowledge and professional experience in areas of community dance education and engagement, arts and social justice practices, professional contemporary dance performance, development, touring, and presenting.
- Performing arts center operations and leadership knowledge and/or experience
- Experience leading, creating, and implementing goals and strategies cross- departmentally
- Fantastic interpersonal and group communication skills both written and verbal,
- Strong interpersonal relationship development skills
- Excellent organizational abilities and extraordinary attention to detail
- Ability to manage multiple schedules and activities simultaneously
- Ability to manage artistic and administrative team
- Ability to manage and oversee macro and micro planning perspectives
- Ability to thrive and maintain goals and deadlines in a dynamic, fluid, team environment
- Positive and professional demeanor