

NATIONAL CENTER FOR CHOREOGRAPHY AT THE UNIVERSITY OF AKRON (NCCAkron)

BUSINESS & COMMUNITY RELATIONS MANAGER

Brief Position Description

Serves as key manager of back-office for a non-profit start-up (almost 4 years old). Join a two-person team including Executive/Artistic Director and NCCAkron Graduate Assistant to take the lead on internal bookkeeping and office operations while externally developing advantageous business and community relationships. Works independently with minimal supervision in a generative and collaborative environment – sometimes virtually.

Mission & Vision

As a discrete nonprofit organization operating on The University of Akron's campus, NCCAkron supports the research and development of new work in dance by:

- Strengthening the national dance ecosystem as an anchor space for dance creation;
- Bringing professional choreographers together for in-depth exploration of new ideas and concepts;
- Supporting the full potential of dance artists and their creative process; and
- Serving as a catalyst for community enrichment through art and culture.

Over the past three years, NCCAkron has become an intellectual matchmaker between national choreographers and the robust cultural ecology in and around Akron, OH. The American dance community continues to experience diminishing resources of time, space, and financial support for artistic development and for the creation of new work. Operating as a dance "think tank," and striving to fill this critical need, NCCAkron hosts dance artists from across the U.S. providing resources and connections to individuals and/or organizations so the artists may be inspired and explore new ideas.

Organizational History

In 2013, DANCECleveland launched a feasibility study to explore the possibility for a National Center for Choreography. The study began with a Blue Ribbon Panel at The University of Akron and included interviews, surveys, asset mappings, curatorial exploration, and pilot residencies. After receiving the feasibility study's preliminary findings in 2015, the Knight Foundation committed \$5 million to fast-track the establishment of NCCAkron. NCCAkron incorporated as a 501(c)3, and in 2016, NCCAkron hired Christy Bolingbroke as the Founding Executive/Artistic Director. Bolingbroke immediately embarked on and continues a listening tour/practice focused on understanding the range of artists, the variance among their creative processes, and the available resources for dance creation in each region.

Through the feasibility study, pilot residencies and listening tour, NCCAkron observed that most dance residencies are limited to a traditional way of helping a single artist or dance company create a finished product. Consequently, NCCAkron designed programs that support dancemaking and the creative process in all forms:

- Dancing Labs are process-oriented laboratory environments where dance artists come together to collaboratively explore new concepts;
- Creative and Technical/Production Residencies focus on the realization of new work;
- Research Residencies connect choreographers with university level academia;
- Low-Res Dance Writing Lab takes dance writing beyond criticism in order to realize its potential to archive and elevate live performance; and
- Dancing Conversations bring dance into new locations, engaging new communities with dancemaking and offering audiences the opportunity to experiment with dance as an art form.

Full Position Description

This is a brand-new position and short-term hire for a minimum of six (6) months - experimenting with the position to make sure it meets the organization's needs and the right person is identified to grow with the opportunity.

Duties:

1. Will serve as liaison to departments and other centers across The University of Akron campus community in concert with or in lieu of the Executive/Artistic Director;
2. Research and build out internal systems and operational needs (i.e. office hardware and software)
3. Will be primary internal bookkeeper and liaison with external accountant to prepare monthly financial statements;
4. Will assist with grant management and reports including, but not limited to project budgets and material input to online grant portals;
5. Will actively seek out and cultivate community relationships in support of planned visiting artists;
6. Collaboratively manage artist intake, planning, and hosting – including closed artistic activities and events open to the public;
7. Prepare and manage contracts for visiting artists and independent contractors;
8. Oversee all aspects of filing, documentation, and material collection;
9. May be responsible for researching and costing out new business ideas and partnerships;
10. Assist with strategic planning preparations and research; and board relations.

Experience Requirements & Qualifications:

- Three plus years related experience with proven office skills.
- Strong working knowledge of nonprofit accounting principles and Quickbooks software.
- Curious about dance and the creative process.
- Ability to work across teams and institutions with a variety of projects and constituencies simultaneously while maintaining strong attention to details.

Compensation:

Initial short-term contract estimates 40-50 hours/month at \$25/hour for 6 months. Workload is expected to be steady on a weekly basis on the ground in Akron, but still to be discussed and mutually agreed upon. Projected start date: November 25, 2019

NCCAkron is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status. All employment decisions at NCCAkron are based on business needs, job requirements and individual qualifications, without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, disability status, family or parental status, or any other status protected by the laws or regulations in the locations where we operate. NCCAkron will not tolerate discrimination or harassment based on any of these characteristics. NCCAkron encourages applicants of all ages.

To apply, submit a cover letter (or similar statement of intent) with a resume or curriculum vitae via email at: contactnccakron@gmail.com and put the position title in the subject line of your email.

No phone inquiries please.