

neighbourhood dance works

Job Opportunity Artistic Director, Neighbourhood Dance Works

Neighbourhood Dance Works is a leader in dance presentation dedicated to creating inclusive and welcoming spaces that gather together dance practitioners, audiences and supporters. We are excited to announce an opportunity for an exceptional individual to join us in St. John's, NL as **Artistic Director**, a pivotal role in our community-engaged organization at the forefront of dance presentation.

We encourage candidates with a passion for dance who possess a high level of artistic inquiry, exploration, and experimentation for dance making to review the job details below. If interested, please apply with a **resume, cover letter** and **references** to info@neighbourhoodanceworks.com

JOB DETAILS:

Salary: \$60,000-\$70,000 per annum, commensurate with experience

Term: Full-time, Permanent

Start Date: To be negotiated between January - March 2024

Relocation funds: Moving expenses to be negotiated for eligible applicants relocating to St. John's.

Benefits: Contribution towards private health benefits and monthly contribution to employee-incurred costs. Flex time, professional development and opportunities for national and international travel.

Deadline for applications: December 1st, 2023

KEY RESPONSIBILITIES:

Curation and Leadership

- Hone a distinct vision for dance curation in collaboration with guest curators and artistic peers to shape NDW's creative purpose, focusing particularly on the annual Festival of New Dance. While taking into account local, regional, and national impacts, lead the development, implementation, and oversight of ancillary projects throughout the year.
- Steer NDW into its next phase of growth through projects that foster engagement with a diverse range of dance forms, aesthetics, experiences, and practices, expanding the influence of dance in Newfoundland and Labrador.
- Actively participate in, and demonstrate leadership at, local, regional, and national dance networking and festival events.
- Ensure that programming is aligned with the [organization's values](#) which include a commitment to social justice, respectful working conditions for artists, and relationship-based processes.

Financial Management and Operations

- Develop annual and project-based budgets and meticulously oversee the organization's funds according to board-approved budgets in collaboration with our designated chartered accounting firm.
- Oversee all grant applications and reports including all data collection tools used by our funders, such as CADAC.
- Offer expert advice to the Finance Committee and assist in implementing fundraising goals alongside the Board of Directors and community partners.
- Spearhead recruitment, supervision, evaluation, and management of our dynamic team of year-round employees and project-based contractors.
- Oversee day-to-day operations and guide the implementation of policies with consideration for best-practices for project and employee management. This includes tasks such as overseeing the work of contract staff regarding NDW's publicity materials, calls for submissions, artist contracts, event coordination, archive oversight, and technical and venue arrangements.

Advocacy, Outreach, Strategic Planning

- Spearhead audience development through outreach programs, discourse and educational efforts.
- Collaborate with staff to shape marketing and public engagement.
- Serve as an articulate advocate for our organization in the community and cultivate a strong and positive presence in the community.
- Identify the necessary resources and collaboration models with key internal and external stakeholders to adapt to an evolving and precarious cultural milieu, and evaluate alternative strategies to address organizational growth and/or sustainability.

REQUIRED SKILLS:

- A deep understanding and appreciation of various dance forms, styles, and genres is crucial. The ideal candidate should be attuned to the history, culture, and trends of dance in Canada. The ability to curate a season of dance that resonates with target audiences in a variety of contexts is a key skill.
- Solid skills in event planning and project management are essential. The Artistic Director is responsible for organizing performances, managing budgets, securing venues, developing timelines, and coordinating logistics.
- Knowledge of financial management including reading and tracking budgets and financial statements is crucial.
- Proven track record to secure funding through multiple funding streams. Familiarity with grant applications and excellent grant writing skills.

**We will consider applications for co-director or job-sharing models. In such instances, a plan for alternate working models needs to be articulated in the application.*

Neighbourhood Dance Works is proud to be an equal opportunity employer, welcoming candidates from all backgrounds to apply. Join us in the exciting world of dance presentation and be part of our vision to inspire a vibrant local dance scene in Newfoundland and Labrador!