

Abhinaya Executive Director Job Description

About Abhinaya Dance Company: Abhinaya Dance Company is a renowned nonprofit organization dedicated to preserving and promoting the rich heritage of Indian classical dance forms, particularly Bharatanatyam. Founded in 1980, our company has earned a reputation for excellence in artistic expression, cultural education, and community engagement. We are committed to fostering a deep appreciation for Indian dance and culture through our performances, educational programs, and outreach initiatives.

Job Summary: Abhinaya Dance Company is seeking a dynamic and visionary Executive Director to provide strategic leadership and operational oversight. The Executive Director will work closely with Abhinaya's Founder and Artistic Director Mythili Kumar, in addition to the Abhinaya Board of Directors and staff, to advance the organization's mission, elevate its artistic excellence, and ensure its financial sustainability.

This role involves managing day-to-day operations, fundraising, faculty management, student engagement, community engagement, and overall organizational development.

Key Responsibilities

1. Leadership and Strategy:

- Collaborate with the Artistic Director and Board of Directors to define and implement the organization's strategic vision.
- Provide leadership and direction to the staff, fostering a culture of creativity, collaboration, and excellence.

2. Artistic Program Management:

- Work closely with the Artistic Director to plan and execute a diverse range of artistic programs, including performances, workshops, and educational initiatives.
- Assist with production tasks, as needed. Experience with lighting design, stage management, sets, sound design, and costume design desired.
- Assist the marketing and administrative personnel to promote the company through email marketing, personal letters, linked website, and work with publicists, administrative staff, and media. Experience with website design is desired. Excellent writing and communication skills are essential to assist in generating press releases, program notes, narration, etc.
- Assist with yearly company and junior dance company program planning.
- Assist with yearly performance planning and bookings.

3. Student Engagement and Progress:

- Oversee student enrollment, assessments, and progress tracking.
- Create opportunities for performance and showcase events to showcase students' talents.

4. Administrative Operations:

- Manage day-to-day operations, including scheduling, budgeting, and facilities management.
- Manage the organization's financial processes using QuickBooks to ensure accurate bookkeeping.
- Oversee the organization's payroll process in compliance with all applicable labor laws, tax regulations, and other legal requirements.
- Write and execute contracts with all vendors and contractors.
- Ensure efficient communication with students, parents, and faculty.

5. Fundraising and Financial Management:

- Develop and execute fundraising strategies to secure funding from foundations, government grants, corporate sponsors, and individual donors.
- Oversee budgeting, financial planning, and fiscal management to ensure the organization's financial stability.

6. Community Engagement and Outreach:

- Build and maintain strong relationships with community partners, stakeholders, and supporters.
- Develop partnerships and initiatives to expand the academy's reach.
- Implement outreach and educational programs that promote Indian classical dance and culture within the broader community.

7. Marketing and Public Relations:

- Develop and execute marketing and public relations strategies to enhance the organization's visibility and audience engagement.
- Collaborate with the team to promote performances and events effectively.

8. Board and Governance:

- Support the Board of Directors in their governance role by providing regular updates, financial reports, and strategic guidance.
- Facilitate board meetings and committee activities.

Qualifications

- Proven experience in nonprofit management, including HR, fundraising, financial management, and staff leadership.
- HR and hiring experience desired.
- Strong interpersonal and communication skills.
- Demonstrated ability to work collaboratively with artists, staff, volunteers, and the Board of Directors.

- A passion for the arts and a commitment to cultural preservation and education.

Compensation

Salary and benefits commensurate with experience and qualifications.

How to Apply

Interested candidates are encouraged to submit a resume, cover letter, and references to abhinayasearch@gmail.com. Please include "Executive Director Application" in the subject line. Applications will be accepted until April 30, 2025.

Abhinaya Dance Company is an equal opportunity employer. We encourage applications from candidates of all backgrounds and experiences.

Note: This job description is intended to provide a general overview of the responsibilities and qualifications for the Executive Director position at Abhinaya Dance Company. Specific duties and qualifications may vary depending on the needs of the organization.