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# movement research

Movement Research bids farewell to our beloved Director of Artists Programs, **Levi Gonzalez**. We will miss him dearly!

Upon Levi's departure, Movement Research is hiring a **Managing Director**. Please spread the word to anyone you think may be interested in and qualified for the position outlined below. Training for the position will start July 18, with a start date of September 6.

Sincerely,

Barbara Bryan, Executive Director

## MOVEMENT RESEARCH IS HIRING

### Seeking **Managing Director**

#### Description

The Managing Director role at Movement Research oversees program implementation and administrative operations of the organization. The Managing Director reports to the Executive Director. The position manages a team of Movement Research staff to ensure effective administration of programs and clear interdepartmental communications; and to troubleshoot day-to-day administrative and programmatic needs.

#### To Apply

Please send resume and cover letter to [work@movementresearch.org](mailto:work@movementresearch.org). Please address cover letter to Movement Research Executive Director Barbara Bryan. Please include a list of 2-3 references.

Interviews will begin on **June 13, 2016**, and we will make our decision as quickly as possible. Applications will be accepted until the position is filled.

- Training starts July 18, 2016.
- Start date is September 6, 2016.

Movement Research is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, sex, gender identification, national origin, disability, or any other aspect of diversity.

## Position Information:

- 52 week/year, 30 hour/week position
- Compensation is \$39,000/year
- Employee contribution 403(b) plan is available
- Employee receives free classes and workshops
- Schedule is anticipated to be 6 hours per day, 5 days per week
- Some work on weekends and evenings is required

## Qualifications Include:

- Minimum 5 years experience in Nonprofit Arts Administration
- Experience in managing personnel
- Ability to work productively in a collaborative team environment
- Exceptional communication and organizational skills
- Reliable and self-motivated
- An acute attention to detail
- Ability to manage a high volume of projects
- Microsoft Office applications (Excel, Word, Outlook)
- Experience with database programs (FileMaker Pro ideal)

## Responsibilities of the position include:

### **Management of staff**

- Oversees non-director staff of 4 part-time employees and 3 events coordinators

### **Management of Internship Program**

- oversees internship program of 12-16 interns
- manages intern search and hiring process
- manages partnerships with universities and colleges that participate in the internship program

### **Oversight of interdepartmental communications**

- manages interdepartmental communications between programming staff, marketing staff, facilities staff
- oversees integration of programming and marketing
- creates and oversees schedules, timelines and deadlines

### **Oversight of Facilities Management**

- oversees facilities usage in relationship to programs
- maintains relationships with current facilities partners
- develops relationships with new facilities partners

### **Oversight of program implementation**

- manages program budgets
- oversees preparation of artists contracts
- oversees programming staff
- oversees application processes including MR at Judson Church performances, MR
- Artist-in-Residence program, Open Performance

**Additional responsibilities include:**

- assisting ED on planning and preparation of annual Spring gala
- supporting ED in design of new programs and evaluation of existing programs

**Specific responsibilities by program include:****Classes & Workshops & MELT Intensives**

- prepares reports and assesses class attendance/workshop registration
- communicates with faculty including organizing faculty meetings, performing one-on-one faculty check-ins,
- overseeing communications with faculty around payment and opportunities beyond MR.

**Artists-in-Residence program**

- reports to ED on AIR activities with support from Programs Manager
- manages organizational partnerships and coordinates with local, national and international partners on AIR activities

**Performances/Events (MR at Judson Church, Studies Project, Open Performance)**

- manages partnerships with event venues
- oversees coordinators for Judson, OP and Studies Projects

**Fall & Spring Festivals**

- works with curators and Program Manager in festival implementation
- oversees festival budgets

**Subsidized Rehearsal Space Program**

- oversees program implementation
- analyzes reports on studio usage and capacity
- manages partnerships with spaces

**MR Publishing**

- oversees integration of publishing with administrative staff including programming and marketing

**movement  
research**

Movement Research is one of the world's leading laboratories for the investigation of dance and movement-based forms. Valuing the individual artist, their creative process and their vital role within society, Movement Research is dedicated to the creation and implementation of free and low-cost programs that nurture and instigate discourse and experimentation. Movement Research strives to reflect the cultural, political and economic diversity of its moving community, including artists and audiences alike.

Founded in 1978, Movement Research has influenced the evolution of contemporary dance languages through the programmatic work it has initiated as well as the community of artists that it serves. The organization plays a critical role by providing a supportive and fertile environment for

research and experimentation. Work by national and international choreographers seen on the mainstages today has been informed by the ongoing rigorous investigations that have taken place under the aegis of Movement Research platforms over the past three decades. Building on this venerable legacy, Movement Research is dedicated to the creation and implementation of free and low-cost community programs that:

- Bring a diverse, intergenerational community of artists and audiences together in an ongoing exploration of new dance and movement-based ideas-in-progress;
- Encourage and inform artists' innovative work that is later produced on larger presenting organizations' stages and in non-traditional venues, here and abroad;
- Stimulate and disseminate dialogue and interactions within and across new dance, other art forms and the civic community, and in the intersection of art and social engagement.

Movement Research annually serves roughly 15,000 participants, including artists, students and audience members, through ten different core programs. Core programs include Movement Research at the Judson Church, Open Performance, the Studies Project series, Movement Research Festivals, Class and Workshops, Subsidized Rehearsal Space, Artist-in-Residence program, MRX/Movement Research Exchange, Dance Makers in the Schools and MR Publications: the *Movement Research Performance Journal* and the web-based *Critical Correspondence*.

For more information on the organization, please visit our website:  
[www.movementresearch.org](http://www.movementresearch.org)



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