



Position: Administrative Manager
Reports to: Executive and Artistic Directors
Classification: Part-time | 32 hours per week
Supervises 1 Intern

INSTITUTIONAL SUMMARY

Giordano Dance Chicago illuminates beauty and invigorates the world with deep connections.

As one of the longest-running jazz dance companies in the world, Giordano Dance Chicago (GDC) occupies a singular position within the local, national and international dance communities. Guided by foundational commitments to Diversity, Equity, Inclusion and Access, we embrace Four Core Values:

Legacy GDC honors its 58 year history of creating and presenting exuberant jazz dance, acknowledging and celebrating the cultures and traditions that provide the foundation of this work.

Diversity & Inclusion Art is meant to be seen, shared, and performed by all. We are committed to being inclusive in all that we do through fostering communities of dancers, students, audience members, donors, staff and board members and reaching people of all backgrounds through our commitment to artistic excellence, inclusivity, and equity.

Community GDC values the power of collaboration, respect, and integrity across local, national, and international communities.

Innovation GDC embraces change for growth. We operate the organization by thoughtfully and fearlessly incorporating boldness, innovation, and occasional disruption. Our intention is to lead our field.

Stated simply, Giordano Dance Chicago offers to all the universal and life-affirming experience of witnessing dance that is powerful, passionate, elegant, and celebratory.

POSITION OVERVIEW

Giordano Dance Chicago seeks an energetic and passionate individual to join its administrative team in the position of Administrative Manager. The Administrative Manager oversees every aspect of the internal, front office workings of Giordano Dance Chicago, including master scheduling for the entire organization, vendor management, development of internal reporting, and physical and digital record management. Most clearly, the Administrative Manager functions as the connective tissue that binds the organization and will play an integral role in institutionalizing Giordano Dance Chicago.

The Administrative Manager will be an invaluable team member, working intimately with the Executive Director and Artistic Director and collaborating with the entire administrative team, the Board of Directors, the Associate Board, and artistic staff, and will present a polished, capable, enthusiastic, and informed point of entry for donors, funders, presenters, collaborators, and supporters.

The ideal candidate has significant experience in creating and managing a productive and supportive work environment within a high-paced, multi-faceted organization. The role demands a flexible, creative, collaborative, and team-centric approach as this essential yet exciting position serves, supports, and interacts with untold numbers of internal and external stakeholders. The ability to manage multiple, conflicting, and seemingly endless priorities and deadlines is required; experience in working in a not-for-profit arts organization is a plus. The candidate will assist in the recruitment and hiring of an Office Intern, and will be responsible for managing that person's workload.

This is a 32 hour per week part-time salaried position. Benefits include healthcare, flexible schedule, some work from home, two weeks paid vacation, paid time off for year-end shutdown, and complimentary tickets for local performances.

RESPONSIBILITIES

- Manage every administrative aspect of GDC's front office.
- Working with each member of the administrative and artistic teams, devise and manage master calendars and scheduling across the organization for all activities.
- With Board leadership and the Development Director, schedule and communicate Board monthly meetings and committee meetings (live and virtual); gather and store all meeting minutes.
- Coordinate all travel needs (airfare, hotel, and ground transportation) for local, national and international company touring and for all guest artists.
- With the Operations Manager, manage company supplies, equipment and building maintenance.
- In collaboration with the development team, be a main source of information and updates for patrons and supporters for all fundraising events and performances.
- Serve as a key contact for all vendors including, but not limited to, printing, mailings, insurance, utilities, copier/equipment, costumers, designers, and guest artists.
- Manage and process all insurance policies, policy audits, and record keeping (Commercial Liability, Worker's Compensation, Directors/Officers, and healthcare).
- Assist all teammates in proper contract management and retention.
- Create processes and lead the organization in physical and digital record management. Devise and enact an annual record clean-up day.
- Working with the marketing team, devise and manage retention of all visual assets (photos, videos, reviews, and programs) and support the creation of a photo library for dancer use.
- Working with the artistic, marketing, and development teams, manage the creation of all performance programs locally, nationally and internationally.
- In conjunction with the artistic team, manage the flow of information for the securing of music rights.
- Own data collection and reporting for all performances, special projects, and school programs, including outcomes metrics for the *Jazz Dance/Science & Health* arts integration program.
- Provide administrative support as needed for special projects.
- Manage the Office Intern, providing support and guidance on all aspects of their work.

QUALIFICATIONS AND EXPERIENCE

- An organizational superstar, with 5+ years of experience in office management required.
- A strategic thinker, possessing superlative administrative and problem solving skills, and knowledge and experience in budgeting, Microsoft software (Excel, Outlook, etc.) and CRMs (e.g. Salesforce).
- Experience in negotiating complex travel plans domestically and abroad required.
- A motivated contributor, with a proven record of working both on multiple teams and independently.
- A natural communicator, possessing strong verbal and written communication skills and demonstrating the ability to navigate multiple and sometimes contradictory reporting relationships.
- A multi-tasker, able to prioritize multiple projects, and to be productive in a fast-paced environment.
- All with relevant experience are enthusiastically encouraged to apply; Bachelor's degree is preferred but not required.

Statement of Non-Discrimination

Giordano Dance Chicago is an equal opportunity employer. We will not discriminate and will take action to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment for any employee or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.

HOW TO APPLY

Submit resume, cover letter, writing sample, and references to jobs@giordanodance.org

Application deadline: Friday, May 28, 2021