

## Embodydance General Manager position

Embodydance, Inc. (ED) is a non-profit organization offering free-form ecstatic dance in Santa Fe, New Mexico.

The organization has been in existence for 10 years and currently offers three dances a week (Tue., Thu. and Sun.) in two different locations.

Embodydance is seeking to hire a General Manager (GM) to support the day-to-day management of the operations and volunteers, as well as oversee the implementation of Executive Committee (EC) and Community Meetings decisions.

### Qualifications

- Someone familiar with free-form ecstatic dance communities
- Must possess strong business skills, including the use of a computer; must be familiar with the basics of Word and Excel; must be familiar with budgeting.
- Must possess excellent communication skills, including clarification of roles and responsibilities, and volunteer-management experience/skills.
- Must not be a Facilitator at our dance while serving as General Manager

### Job Responsibilities:

#### **Supports our weekly dances' success:**

- Participates in at least one dance a week
- Required to learn and understand all volunteer jobs at dance events.
- Interfaces with and supervises dance coordinators
- Ensures we have appropriate supplies (first aid kit, altar items, forms for front desk, etc.)
- Coordinates equipment maintenance (speakers, music players, cords, etc.).
- Has the key to dance facilities and is the go-to person to call in an emergency.

#### **Engages ED Volunteers**

- Ensures that volunteers are scheduled for weekly positions and that each position is filled.
- Acts as ED volunteer coordinator and tracks compensation passes
- Enlists and coordinates volunteers for special events and retreats.

NOTE: General Manager is encouraged to delegate tasks that can effectively be done by volunteers whenever possible, to reduce the GM workload and increase the number of community members participating.

#### **Acts as Community Liaison (making announcements representing the decisions of the EC, and receiving feedback and issues).**

- Responds and forwards issues and concerns from dancers and community members.
- Ensures that webmaster posts agenda and minutes from the Community Meetings/ EC meetings.

- Attends facilitators and coordinators meetings
- Acts as liaison with dance locations: currently the Railyard Performance Center and StudioNia Santa Fe.
- Coordinates space rentals, as needed, for special events.
- Serves on the Executive Committee
- Prepares and creates agendas and minutes for the EC.
- Provides oversight and follow-up for general Executive Committee and Embodysdance business tasks.
- Helps establish the business budget, and reports on the budget, as well as finances, monthly.
- Signs approved contracts, and is second signer on ED checking account.
- Participates in and supports efficacy and follow through of Strategic Planning Events as scheduled.
- Performs reasonable additional duties or tasks as requested by Executive Committee (EC) and Community.

**Interfaces with Executive Committee, Volunteers, Facilitators, Bookkeeper, Wave Coordinators, Webmaster and Legal Counsel.**

- Acts as liaison between all ED roles and committees
- GM interfaces with facilitators regarding all administrative matters
- Manages and coordinates Website updates/ announcements (with support of the Webmaster.)
- Manages and coordinates Facebook and other social media announcements.
- Manages and coordinates advertising, public relations and local calendar listings.
- Ensures the ED mailing/phone list is up to date and accurate.
- Schedules and coordinates preparations for Community Meetings.

**Manages accurate and useful financial records for ED**

- Ensures that all receivables are collected; and that all bills are paid in a timely and professional manner.
- Ensures that all monies from dance events are collected, deposited and accurately accounted for.
- Files and tracks receipts for all purchases and reimbursements.
- Tracks passes and comps and statements of attendance and income from weekly dances.

Attends Community Meetings (once every two months)

**Has unlimited free access to dance**

**Salary:** \$1,000 / month (estimated time 12-15 hrs/week)

Please send a **letter of interest** and a **resume to: [jobs@embodysdancesantafe.org](mailto:jobs@embodysdancesantafe.org)**

Deadline for application is June 30