

# Robert Moses' Kin



**TITLE: Managing Director**

REPORTS TO: *Artistic Director and Executive Director*

SALARY: \$25-30/hr; dependent on experience

STATUS: Part-Time

SCHEDULE: 15-20 hours/week; Occasional Evenings/Weekends Required

TO APPLY: Interested candidates should send their resume and cover letter to

[info@robertmoseskin.org](mailto:info@robertmoseskin.org). The subject line should read: **Managing Director: NAME**

## **About Robert Moses' KIN**

Robert Moses' KIN (RMK) was founded in 1995 as a platform for work focused on the expressiveness of the human body. Winner of numerous prestigious awards, RMK is a contemporary dance company that has achieved prominence for its provocative, content-driven choreography, collaborations, and community commitment.

Robert Moses' KIN's **mission** is to produce work that speaks to what is specific and unique in human nature. The company uses movement as the medium through which race, class, culture, and gender voice the existence of our greater potential and unfulfilled possibilities.

## **Job purpose**

The ideal candidate for the RMK Managing Director position is a self-starter, adaptable team player, comfortable multi-tasking, and possesses excellent communication and writing skills. The role requires someone who can effectively and confidently contribute to and manage a variety of projects across RMK's activities in performance, education, and community engagement. The successful applicant will work well in a multicultural environment and with a diverse constituency. They will be self-motivated, work well under pressure and be able to handle several projects at one time. They will have good judgment and ideally, a sense of humor. While the position is primarily remote, the applicant must be local to the Bay Area for occasional in-person site visits/events.

## **Duties and responsibilities**

- Day-to-day execution of projects
- In charge of managing company finances in tandem with the bookkeeper
  - Implementing payroll
  - General financial administration
  - Onboarding Employees/Contractors
- Calendar management
- Grant writing & management
- Contract management for seasonal employees/contractors
- Policy management
- Production planning/coordination
- Provide other general administrative assistance and project support to the Executive Director and Artistic Director

## **Qualifications**

- Bachelor's degree (or equivalent field experience).
- 1-3 years of experience working at an arts organization (preferably dance).
- Detail-oriented and highly organized, while maintaining perspective and an understanding of the big picture.
- Experience working in a fast-paced environment with a diverse staff.
- Ability to mostly work independently and remotely.
- Excellent communication and interpersonal skills.
- Results oriented.
- Proficiency in Microsoft Office and Google Suite.
- Strong writing skills.
- Reside in the Bay Area.

## **Working conditions**

This job will require occasional night and weekend hours (performances and special development & fundraising events). This is a hybrid work position with both remote and in-person requirements.

## **Physical requirements**

This position does not require repetitive, physically demanding labor aside from the person being capable of operating within the physical activity range of working at a computer as well as hosting and coordinating details before, during and after events.