Bridge Live Arts Seeks Co-Director

JOB DESCRIPTION

Bridge Live Arts (B.L.A.) seeks a passionate, energetic Co-Director with an Operations and Development focus to join our team. The ideal candidate is someone with leadership experience, a passion for working at the intersection of the arts and social justice, and a dedication to furthering cultural and racial equity in the Bay Area and nationwide. This is an exciting opportunity to move into co-leadership in an organization that is re-imagining equity-driven models in the arts.

The new Co-Director will co-lead the organization in partnership with the Director of Arts Leadership, with support and collaboration from the Community Engagement Manager and Marketing and Development Coordinator. The new Co-Director will partner with the entire staff and Board to further the organization’s mission to create and support equity-driven live art that centers artists as agents of change. This role will have a special focus on supporting the organization’s operations and fundraising.

The Co-Director position is a part-time employee position. Schedule is flexible and remote, with occasional in person events. Hours are flexible and range from 50-70 hours/month. Pay: $36/hour.

Applicants must be based in the Bay Area. Two year commitment required.

We especially encourage people of color, queer, trans, and gender non-conforming people to apply.

Applications will be reviewed on a rolling basis with priority given to applications received by December 1.
ABOUT BRIDGE LIVE ARTS

The mission of Bridge Live Arts is to create and support equity-driven live art that centers artists as agents of change. Our core values are: (1) the wisdom of the body, (2) dance in dialogue with the world, (3) artists as visionary agents of social change, (4) exchange, (5) equity, and (6) anti-racism.

B.L.A. values having diverse staff in gender, ethnicity, and background. B.L.A. is committed to supporting female artists, LGBTQ artists, artists of color, and artists from historically underserved populations. B.L.A. is committed to creating creative spaces where all feel welcome. B.L.A. does not discriminate with regard to race, color, religion, age, sex, gender identity, sexual orientation, marital status, physical disability, political affiliation, veteran's status, national origin, ancestry, or socio-economic status.

www.bridgelivearts.org

MANAGING DIRECTOR RESPONSIBILITIES

DISTRIBUTED LEADERSHIP

- Work as a thought partner with staff and Board to further the organizational mission and values
- Work in partnership with staff and Board to vision and develop the organization's evolving distributed leadership model
- Participate in external meetings as needed (may include meeting with funders, other organizations, conference presentations, and panels)
- Move onto the Board in the staff’s one year rotating Board seat
- Attend monthly Board meetings
- Attend two staff meetings per month
- Constant engagement with the ongoing work of distributed leadership, equity, and anti-racism
- Contribute to healthy and regular communication with colleagues and Board
- Engagement in conversations about equity in the arts on the local, regional, and national level

FUNDRAISING

- Work with Marketing & Development Coordinator and staff to lead annual appeal to individual donors, annual fundraising event, and other targeted campaigns throughout the year
• Take lead on cultivating relationships with individual donors
• Partner with Marketing & Development Coordinator to write grants, manage grant reporting, and bring in staff to grantwriting when appropriate
• Maintain systems of compliance for grants

BUDGETING
• Work with Director of Arts Leadership to co-create and maintain organizational budget for each fiscal year with staff and board input
• Continue to grow and evolve the organization’s work with financial transparency.
• Work with bookkeeper to ensure bank reconciliation
• Present budget to Board for quarterly review and approval
• Ensure, with Board and staff partnership, financial responsibility and stewardship of organizational assets

BOOKKEEPING
• Do monthly bank reconciliation
• Maintain budget and tracking
• Maintain regular communication with bookkeeper

COMPLIANCE
• Ensure organizational compliance with all local, state and federal laws
• Work with CPA and bookkeeper to prepare materials for annual & bi-annual tax filings with state, city, and federal agencies
• Renew Business Registration with City of SF
• Ensure insurance policies are up to date, including workers compensation

REQUIRED SKILLS
• Significant leadership experience
• Knowledge of social justice issues affecting artists of color and other historically marginalized artist communities
• Ability to work collaboratively
• Willingness to grow with the organization and develop strong relationships
• Committed to co-creating an inclusive and healthy organizational culture
• Familiarity with and experience in contemporary performing arts and DEI work
• High level of cultural competency
• Commitment to equity and anti-racism
• Experience with nonprofit Boards
• Experience and comfort with facilitation and public speaking
Fundraising experience in the nonprofit setting
Excellent writing, verbal, planning, and communication skills
Fluency with organizational budgeting
Independent self-starter
Attention to detail

TO APPLY
Send cover letter, resume with two references, plus a writing sample to help us assess your grantwriting skills; writing samples can come from a wide range of contexts, including blog posts, essays, letters, and project proposals. Please send all materials to hope@bridgelivearts.org, and cc: admin@bridglivearts.org.