



Executive Director

Tapestry Folkdance Center invites applications for an Executive Director position to begin October 15, 2023. Applications should be received by Sept. 22, 2023.

Our Organization: Tapestry Folkdance Center is a physical space as well as a community of dedicated and passionate dancers, located in Southeast Minneapolis, Minnesota. The mission of Tapestry Folkdance Center is to create opportunities for participating in the joys of dance and music from around the world. We are looking for an individual to lend their skills and experience to lead our organization and to grow with our community. This position is a $\frac{3}{4}$ time one (30 hours/week).

- **Who we are:** We are a small nonprofit governed by a Board of Directors. We have three part-time paid staff, including the executive director. In addition, we have several dedicated volunteers that assist in office tasks as well as facilities maintenance. Finally, we have numerous volunteers who run our dance programs and facilitate weekly public dances, and hundreds of community members who participate in our programs.
- **Facilities we have:** We have one smaller dance studio and one large dance space with sound systems and space for live musical groups, as well as kitchen space and room for socializing.
- **What we do:** We offer several established programs that are open to the public, allowing participants to explore many kinds of folk dance. Through those programs, we host weekend long dance events and special concerts throughout the year. Tapestry also offers rental spaces for private rehearsal as well as community dance classes.

As an ED candidate, you definitely should have:

- 3-5 years of experience in a small arts non-profit setting, and preferably with dance, in a traditional, long-lived dance community
- Ability to lead, prioritize and delegate as appropriate, balancing multiple and often conflicting priorities.
- Ability and commitment to work collaboratively with the Board and the Tapestry community.
- Knowledge and experience in financial management and contracting practices.
- Experience and demonstrated ability in staff supervision, direction and performance management using a collaborative, inclusive style.
- Excellent oral and written communication skills.
- Familiarity with marketing techniques and comfort using social media platforms.
- Ability to work with contemporary technology and various software packages.
- A passion for participatory dance, demonstrated by involvement in a community-based dance organization (as a dancer, board member, or supporter), and awareness of some of the many forms of participatory dance enjoyed in the US.

We'd also love it if you happened to have:

- A degree in a related field such as Arts Administration
- 6-10 years of relevant experience

- Demonstrated ability to write grant applications and secure non-profit funding sources.
- Demonstrated ability in community communications.

Things you will do as Tapestry's Executive Director:

- Support programming for established groups and events and collaborate to cultivate potential opportunities.
- Take responsibility for the organization's financial management with the help of a financial associate, the board treasurer, and the board of directors.
- Oversee fundraising events, relationships, and opportunities.
- Perform ED-level administrative duties as well as manage day-to-day facility management tasks and work with rental groups and volunteers to handle contract set-up, onboarding, etc.
- Handle personnel responsibilities.
- Work with the Board of Directors.
- Cultivate community relationships.
- Be present and involved with some evening and weekend events.

Compensation:

Tapestry Folkdance center will remunerate the ED with an annual salary commensurate with experience (salary range \$45,000 - \$55,000 Per Year - Part Time) and a monthly stipend to apply to insurance costs.

To apply, submit the following to staff@tapestryfolkdance.org:

- Cover letter describing why this particular position is of interest to you.
- CV
- Philosophy statement describing your thoughts about why community access to art forms such as folk dance is important.

Tapestry Folkdance Center does not discriminate on the basis of race, color, creed, ethnicity, religion, sex, national origin, marital status, veteran status, actual or perceived sexual orientation, gender identity and expression, status with regard to public assistance, disability, or age in considering applicants for employment.