



## POSITION ANNOUNCEMENT

**Title:** Assistant Managing Director  
**Reports To:** Managing Director  
**Status:** Part-Time  
**Location:** Headquartered in Birmingham, AL, but open to candidates working remotely  
**Compensation:** 5-10 hours per week @ \$15-\$20/hour for 18 weeks, commensurate with education and experience  
**Employment Term:** May 5 – September 5, 2025, with opportunity for continued part-time employment  
**Deadline:** April 21, 2025

### Our Organization

Southern DanceWorks (SDW) is a non-profit organization that enhances the local dance landscape, connecting talented artists with opportunities to showcase their work. Our mission is to cultivate an equitable organization that nourishes multi-disciplinary dance with a global perspective. Southern DanceWorks:

- Collaborates with a variety of community artists and arts organizations
- Develops partnerships for educational outreach programs
- Nurtures young choreographers
- Grows audiences by presenting multi-disciplinary dance in both site-specific and traditional stage performances
- Commissions new work by guest choreographers

### Key Roles and Responsibilities

- Work in partnership with the managing director and artistic director to manage operations and finance.
- Develop and execute contracts.
- Work with board president/managing director and artistic director to plan all board meetings, including board documents.
- Work with the artistic director and project manager to develop communications plan for SDW projects and supporters.
- Create an annual development plan to support SDW programs.
- Assist managing director with financial records, bookkeeping, tax filing and reporting, insurance, and other business responsibilities.

### Desired Qualifications and Professional Experience

- Demonstrated ability to work both independently and collaboratively to execute plans and achieve goals.
- Bachelor's degree or equivalent experience in arts management. Degree in arts administration and/or dance is a plus.
- Nonprofit knowledge and work experience preferable.
- Technology skills and interest in use of technology to further mission.
- Experience in program planning, project management, and evaluation.
- Working knowledge of MS Office®, Quickbooks, and/or general knowledge of database systems.
- Excellent verbal and written communications skills. Grant writing skills a plus.
- Experience with social media platforms.

### Applications and Inquiries

Interested applicants should email a cover letter and resume with references for confidential consideration to Rosemary Johnson, Board President, at [rmwjohnson@gmail.com](mailto:rmwjohnson@gmail.com). Applications will be accepted through April 21, 2025. Start date is May 5, 2025.

### Non-Discrimination Statement

Southern DanceWorks values diversity for our employees, volunteers, participants, supporters, and collaborators irrespective of differences, and strives to provide a safe and welcoming environment for all constituents. Southern DanceWorks does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in employment services.