



Executive Director

The Opportunity

Los Angeles Ballet (LAB) is the leading ballet company in Los Angeles known for staging classical, contemporary, romantic and neoclassical ballets, for pioneering new works and for presenting relevant works by many of today's most innovative dance-makers. LAB's original production of *The Nutcracker* is an annual holiday favorite for Los Angeles residents and delights regional, national and international visitors.

The Executive Director will have the opportunity to lead a passionate, engaged performing arts organization dedicated to artistic excellence and organizational growth.

As Los Angeles Ballet embarks on its next decade, we embrace what has always made the city of Los Angeles so special — the place to dream big. LAB signifies LA's imaginative spirit of what is possible, what is unique, and what is the future. Ballet is an exceptional craft that flourishes through the talents of a broader creative network. It is a transcendent art form that we believe should be shared with, and enjoyed by, as many people as possible.

Job Description

The Executive Director will partner with the Artistic Director in advancing the overall success and sustainability of LAB. Reporting to the board of directors, the Executive Director will be responsible for the administration and management of all business operations, finances, fundraising, marketing, and community engagement. They will activate their financial acumen, operational expertise, and experience in advancing the mission and goals of LAB.

The Executive Director will also be a pivotal builder and facilitator of external relationships. They will join the Artistic Director in establishing and maintaining strong working relationships and collaborative arrangements with artistic partners, choreographers, presenters, dance makers and other artists, community groups, and other stakeholders to help achieve the Company's goals.

They will collaborate with the Board of Directors and Development Director on setting and achieving annual fundraising goals, including the securing of major gifts from individuals, foundations, and government agencies. In the interest of building both audiences and earned income, they will oversee all organizational identity and programmatic promotional campaigns, with duties ranging from serving as spokesperson at arts and community conferences to planning and supervision of marketing and public relations campaigns.

As senior administrative leader, the Executive Director will manage LAB's finance and operations. Duties in finance will include collaborating with the Board Finance Committee and LAB Senior Staff in preparing comprehensive, annual LAB budgets and partnering with the Board to ensure LAB's long term financial wellness.

As head of operations, the Executive Director will lead LAB's human resources operation, supervising hiring, onboarding, professional development, and performance evaluation/improvement systems, with a firm dedication to ensuring a collaborative, productive, healthy, and safe work environment in which staff members, dancers and crew are supported in doing their best work.

Pillars of Responsibility

Strategic Vision and Leadership

- Serve as a committed, visionary, and accessible leader for LAB with a passionate connection to the Company's mission.
- Partner with the Artistic Director to lead LAB through an unprecedented era of change and growth while maintaining financial health and staying committed to LAB's values and vision.
- Establish and maintain strong working relationships and collaborative arrangements with artistic partners, composers, presenters, community groups, and other stakeholders to help achieve the Company's goals
- Propel the company into the future by supporting and creating sustainable and mission-aligned pathways for new relationships, programs, and income opportunities.
- Demonstrate a collaborative leadership style in a wide range of communities and settings that inspire internal and external stakeholders to participate in LAB's vibrant and exciting future.
- Identify opportunities to connect with current and potential supporters as a primary spokesperson and champion for LAB.
- Communicate openly, consistently, effectively, and collaboratively with staff, Company Members, Board Members, and other stakeholders.

Fiscal Responsibility

- Lead financial planning and the well-being of the Company, ensuring transparency, accountability, integrity, and accuracy in all financial reporting.
- Provide analysis, develop earned and contributed income forecasting models and scenario plans, and make recommendations to support decision making about LAB's finances.
- Lead the development, implementation, and management of organizational budgets.

Fundraising

- Partner with the Development Director, Board working groups and Artistic Director as co-lead fundraisers to create opportunities to broaden the donor base and increase overall contributed income for short-term operations and expanded operating budgets for future goals..
- Cultivate and nurture authentic relationships with individual donors, potential corporate sponsors, and other funders, in collaboration with the development department, to support increased contributed income.

- Deepen relationships with board members to further leverage their giving capacity and fundraising potential.

Community Engagement

- Embrace a role as a prominent, vocal, and visible performing arts leader, engaging with other business and civic leaders.
- Develop strategic partnerships and alliances with mission-compatible organizations to expand programs and increase access for its programming.
- Lead efforts to embrace diversity and inclusion as a key element of community engagement, including the areas of audience development, workforce vitality, board participation, vendor access, and programmatic vibrancy.
- Represent LAB throughout the community, engaging actively with a diverse constituency of civic and organizational partners, elected officials, media, and other external stakeholders.

Earned Income and Audience Development

- Lead the creation and management of new income sources to ensure financial sustainability
- Join the Artistic Director and marketing team to create innovative sales strategies to grow earned income and elevate LAB's brand and identity.
- Attend and support a broad range of local cultural events, engaging with community members to build visibility for LAB and support peer institutions.

Staff Development and Management

- Lead and inspire the LAB staff, promoting professional growth and development.
- Empower staff at all levels in the Company to work at their highest potential and to contribute to the future with the goal of building and retaining a diverse, healthy, and sustainable team.
- Support team ingenuity and professional development with appropriate human resources, structures, systems, and technological platforms in alignment with LAB's values.
- Verify that projects are managed in compliance with contractual agreements, ordinances, regulations, laws, and other requirements.
- Ensure a culture of care and nurture an environment of wellness.

Board Governance

- Expand, diversify, and engage the board of directors by ensuring that LAB identifies and uplifts the strengths, expertise, interests, and assets of board members to meet the strategic goals of the Company.

- Regularly engage board members, acting as a liaison between board committees and working groups, staff, and the Artistic Director.
- Engage and motivate board members, leverage their expertise and networks, and collaborate with board leadership on strengthening governance in support of the Company.

Traits and Characteristics

The Executive Director will be a strategic, innovative, and dynamic visionary leader who enthusiastically embraces a public-facing role, interacting with others and championing teamwork. The successful candidate will be a decisive and business-minded leader with a passion for the performing arts. An innate collaborator, coalition-builder, and tactician, this individual will be motivated by working in an intense environment, prioritizing tasks and responding to the needs of others with critical thinking, tenacity, and resiliency. They will demonstrate versatility and adaptability and be comfortable with change. The Executive Director will be receptive to new ideas, opportunities, and innovation while effectively leveraging organizational, human, financial, and technological resources. A visible and vocal advocate, both internally and in the community at large, the Executive Director will demonstrate the ability to organize and motivate other people to accomplish goals, maintain accountability, create a sense of order and direction, and gain active participation among a variety of stakeholders.

Other key competencies include:

- **Teamwork and Interpersonal Skills** – The dexterity to respect team members and their perspectives, share responsibility for successes and failures, effectively communicate, build rapport, and relate well to a multitude of lived experiences and perspectives.
- **Professional and Personal Accountability** – The capacity to take responsibility for professional and personal actions, recognizing that mistakes create opportunities for learning and growth.
- **Time and Priority Management** – The aptitude to ascertain competing priorities, resolve difficulties and overcome obstacles, and maximize the use of time and resources to attain the desired outcomes.
- **Forward-Thinking** – The foresight to envision expanded artistic possibilities, championing cutting-edge ideas and concepts and crafting an environment where creative thinking is the norm not the exception.

Experience and Qualifications

Leadership experience in a performing arts, cultural, educational, or similar community-focused or socially-oriented organization is necessary. Qualified candidates will also possess:

- A proven record of success that includes expert management of finances and budgets, strategic planning, fundraising, marketing, and partnership building.
- A demonstrated ability to lead an organization through change and manage exponential growth is essential.

- Passion for and knowledge of the performing arts is crucial.
- Senior experience in leading operations and administration is required, including major gift fundraising, earned income growth, and associated initiatives in overall fiscal responsibility.
- Experience navigating change and inspiring staff, board, artists, and other stakeholders.
- A deep commitment to community building and connection is essential.
- Exceptional interpersonal skills and creativity, and will be committed to collaboration.
- Exceptional writing abilities and verbal presentation skills are expected.

Compensation

- Salary range is \$140,000-\$160,000
- Employer-paid medical coverage
- Retirement plan option
- Flexible PTO

Reports to

LAB Board of Directors

To be Considered

Please email a cover letter and resume to admin@losangelesballet.org. Use the subject line **Executive Director**.

LAB provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.