



## La Mezcla Managing Director Job Description

### Managing Director

Work Hours: 30-32 hours per week

Work Location: San Francisco in person & remote, with some travel as agreed up in advance

Payment of services: \$48,500- \$56,000 DOE, with vacation, holiday hours & sick time

### Company Overview

La Mezcla is a San Francisco-based dance company and small community arts organization rooted in Latinx, Chicanx, and Indigenous traditions and social justice. La Mezcla's work features historical performance narratives told through Tap Dance, Zapateado Jarocho, Afro-Caribbean traditions, and live music. Founded by Executive Artistic Director Vanessa Sanchez, La Mezcla works to increase access to the arts for communities of color through percussive dance and music, arts education, mentorship, and community engagement. La Mezcla performs regularly in the San Francisco Bay Area, recently completed an international tour of their show Pachuquismo, and a national tour of their latest work Ghostly Labor. Year round programming includes a yearlong internship; day time company rehearsals; Connecting Communities with Artists: a free/donation based program of dance workshops and community arts events; assemblies and workshops with local schools and organizations; community and (select few) corporate gigs; national & international tour dates; dance films & film festival screenings; residencies and lectures with universities.

### Position Description

We are seeking a Managing Director to oversee La Mezcla's operations and spearhead new initiatives that strengthen the organization's community connections and financial capacity. The ideal candidate will have a community-centered mindset, excellent organizational and communication skills, experience in relationship-building and financial management, and a love for spreadsheets! They should be comfortable working independently and as part of a small team, and be willing to serve as a public representative of La Mezcla. Reporting to the Executive Artistic Director (EAD), Vanessa Sanchez, the Managing Director will collaborate closely with the leadership team to handle operational and financial details, to secure funding, and manage key relationships. The ideal applicant will be passionate about community development, culturally competent and adept at approaching projects through multiple lenses. Must be based in the San Francisco Bay Area. BIPOC candidates are highly encouraged to apply.

### Role & Responsibilities

- General Organizational Management
  - Work with EAD in tracking strategic plan
  - Assist with business registration and company filings
  - Manage insurance renewals & additional insured certificates

- Gather and respond to mail, as needed
- Operations & Finance
  - Create and manage artist, employee and contractor contracts
  - Manage Company finances, including invoices, payroll, receipts and reports
  - Fiscal Sponsorship liaison
  - Track & manage bills
  - Work with EAD & Company Manager in strategic planning
  - Work with EAD to create annual budgets & lead quarterly budget meetings
- Data Entry and Sharing
  - Maintain databases and record-keeping of grant budgets and expenses
  - Lead bi-monthly organization updates with EAD to company members, admin and artists
- Development
  - Maintain grant timelines & requirements
  - Support with fundraising as a relationship liaison with funders, donors & supporters, and working with leadership team to identify and research potential funding sources

### **Skills & Qualifications**

- Highly organized and detail-oriented with strong writing and communication skills, and project management abilities
- SF Bay Area Based: In-person work in San Francisco with some remote work hours. Some travel, to be agreed upon in advance
- Availability to attend local events, performances, or company engagements in the evenings or weekends
- Experience working in nonprofit, arts administration, arts and culture or a similar job with transferable skills
- Self-motivated and able to work independently as well as part of a team
- Ability to collaborate with a small team online, by phone, and in-person
- Experience in financial management with proficiency in bookkeeping software (quickbooks)
- Working knowledge of Google Drive and Zoom
- Creative and strategic thinker with the ability to problem-solve
- Strong interpersonal skills and ability to build relationships with diverse artists, funders, and other company-related associates.
- Passionate about social justice, community development and cultural advocacy
- Model accountability and support company members and collaborators to clearly understand individual and collective responsibilities
- Must be authorized to work in the US
- Experience with fundraising, development, or a related area is preferred
- Working knowledge of Bay Area dance and/or performing arts fields is preferred
- Bilingual in English and Spanish is preferred
- Knowledge of local/global Latine culture and community concerns is highly desirable
- Ability to push/pull/lift equipment and instruments is desirable but not required.

**Schedule:** 30-32 hours per week, Monday- Friday with some weekend and evening work as needed

**Payment of Services:** \$\$48,500- \$56,000 DOE, with vacation, holiday hours & sick time; paid professional development

**Status:** Employee through our Model A Fiscal Sponsor

**Contract Term:** January 2025- December 2025, with plans to extend contract

**\*To Apply:** Send cover letter and resume to [LaMezclaSF@gmail.com](mailto:LaMezclaSF@gmail.com) and [Bookinglamezcla@gmail.com](mailto:Bookinglamezcla@gmail.com) with subject line “La Mezcla Managing Director Position”