

# dance studies association

## **Dance Studies Association seeking Executive Director**

Dance Studies Association (DSA) is seeking to fill a part-time contract position for an Executive Director to direct its administrative management team. Working independently, but alongside the DSA Board of Directors, the Executive Director will oversee DSA's operations and interact closely with Membership/Conference Manager. The Executive Director will bring a strong knowledge of the discipline in addition to skills in administrative management, development, and organizational development.

Dance Studies Association is a constituent member of the American Council of Learned Societies (ACLS). With an annual operating budget of \$300,000 (USD), DSA is a member-driven US-based international organization of dance scholars, educators, and artists. The organization aims to strengthen the visibility and increase the reach of dance studies as a critical field of knowledge production, encompassing political, creative, and embodied practices at the intersection of arts & humanities, and social, digital, and biological sciences. DSA advocates for and invests in anti-racist, decolonial, and caste-conscious curation, programming, administration and labor practices.

Formed in 2017 as the merged entity of the Congress on Research in Dance (CORD) and the Society of Dance History Scholars (SDHS), DSA is both grounded in and extends the work of those two organizations. Bringing the field of dance studies into the twenty-first century, DSA showcases the tremendous growth of research and publication over the past fifty years. Annual conferences draw together hundreds of scholars and artists to share research, award path-breaking scholarship, and discuss pressing issues in a global and diverse field.

### **Qualifications:**

Advanced degree in a humanities-based discipline preferred, as well as 2 to 5 years of administrative experience. Preference for this contract position will be given to candidates with an academic background in dance studies. Preference for this contract position will be given to candidates with multiple language proficiencies.

Must have working permit for U.S.

Must be available for onsite conference attendance, Washington DC June 2025.

Hours: 20 hours per week

Salary: \$38K/year + \$30/month in work-from-home fees; travel and lodging at annual conference

Term: one-year contract with the possibility of renewal

### **Duties:**

- Maintain clarity of vision and mission alongside Board of Directors

- Board support and Organizational Overview
- Manage and Oversee Editorial Fellows & Membership/Conference Manager
- Manage and Oversee Finances and Development Programs
- Interface with Financial and Legal Advisees and Vendors
- Vendor and Software Management
- Website/E-Commerce Management
- Publications Contract & Calendar Management
- Organizational Calendar Management
- Maintain Annual Insurance Policies
- Conference Execution/Planning with Membership/Conference Manager

**Application Procedure and Deadline:**

Please send a letter of application addressing applicant's relevant experience and skills, current CV, and contact information for two references.

Deadline: **September 1, 2024**

SEND TO: Lizzie Leopold, Executive Director  
(lleopold@dancestudiesassociation.org)