



## **Assistant Director of Creative Research and Operations** (Job ID: 62562)

MANCC is seeking to fill the position of Assistant Director of Creative Research and Operations. Maggie Allesee National Center for Choreography (MANCC), as one of only two national residency centers for choreography in the United States located in or in partnership with a major research institution, supports choreographers and their collaborators to research, develop, and write about new work.

Embedded within Florida State University's School of Dance, MANCC operates from one of the country's premiere dance facilities and offers unparalleled opportunities for contemporary choreographers to hone their artistic practice and develop new work inside a creative community.

### **Artist Research & Residency Support**

- Investigate artists' specific themes and areas of inquiry to provide tailored support for their creative goals.
- Organize research-driven activities, including scholar meetings, "embodied sharings," and community events (including occasional evening/weekend sessions).
- Implement and manage post-residency evaluation processes to assess the effectiveness of MANCC's creative research support.
- Monitor the trajectory of MANCC projects, documenting premieres, awards, and touring schedules.
- Summarize artist evaluations and research outcomes for inclusion in grant reports and future funding requests.

### **Development & Grant Management**

- Manage end-to-end grant processes, including support of proposal development and the submission of post-award reports.
- Collaborate with University Business Administrators (UBA) staff to review grant budgets for accuracy and track expenditures to ensure award compliance.
- Support collaborations with regional, federal, and private funders, as well as partner organizations.
- Maintain detailed grant records to ensure administrative transparency and compliance.

### **Media & Dissemination**

- Collaborate on a media strategy—encompassing social media, newsletters, and the website—to showcase artist research and MANCC events.
- Facilitate the work of writers-in-residence to ensure creative processes are supported.
- Support special initiatives related to potential artist-led book publications or scholarly articles.

### **Student Mentorship & Instruction**

- Recruit, train, and manage a cohort of undergraduate and graduate interns and student staff.
- Provide ongoing mentorship and stewardship for students, specifically those pursuing the "Dance to Arts Administration" pathway.
- Serve as the Instructor of Record for Arts Administration internship courses and directed independent study.

### **Special Initiatives & Administration**

- Assist in improving the long-term utility and accessibility of MANCC's archives for scholarly research.

- Write project descriptions and post-residency summaries to communicate MANCC's seasonal activities to the public.
- Provide flexible administrative assistance related to residency operations as needed.

## Qualifications

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- Master's Degree in Arts Administration, Dance, Performance Studies, or a related field in the Humanities or highest-level degree from an accredited institution or 7+ years of professional experience in the field of Arts Administration, Dance or Performance.
- Must meet university criteria for appointment to the rank of Assistant In Research.
- Proven experience in budget development and expenditure tracking
- Demonstrated success in mentoring and supervising students or entry-level staff.
- Ability to manage complex logistics for public events.
- Willingness to work a flexible schedule, including occasional evenings and weekends.
- A commitment to recruiting and supervising cohorts of students.
- Additional education and experience as required by position.

## Other Information

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Housed within Florida State University's School of Dance, the Maggie Allesee National Center for Choreography (MANCC) celebrated its 20th anniversary in 2024-2025. The center supports choreographers and their collaborators to research, develop, and write about new work.

The FSU School of Dance was established ninety years ago and has offered a professional dance major for sixty of those years. It has been recognized as a leader among college dance programs. Graduates of our programs include dancers, teachers, scholars, and leaders in companies, schools, universities, and art organizations in the United States and abroad. Our facility, Montgomery Hall, is one of the best in the nation.

Equal Employment Opportunity: FSU is an Equal Employment Opportunity Employer.

**Apply online at:** <https://jobs.fsu.edu>

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Contact:

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